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GRAHAM'S BUSINESS SHORTHAND

*An Arrangement of Graham's Standard or American
Phonography for High and Commercial Schools*

By
CHANDLER SEXTON



NEW YORK
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1916

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PREFACE

All the principles taught in this book have been recommended by the Standardization Committee of the National Shorthand Reporters' Association and endorsed by that Association after a long and unbiased investigation for the purpose of discovering the best use of all available shorthand material. In the arrangement and manner of presentation of these principles, there will be found a number of departures from the previous order. Outlines for words are given in the first lesson; sentences, in the second; phrase and position writing is followed from the start; while the halving principle, the omission of vowels, and other time-saving expedients are introduced early in the course. No outline is given in any exercise that will be written differently further on in the text. For the greater convenience of the teacher and pupil, the words in the exercises, wherever possible, have been arranged in columns. Easy business letters are given in the reading and writing exercises after the first few lessons. These changes in the method of presentation have been made in response to the suggestions of many teachers of wide experience. Yet there is nothing in this text at variance with the many helpful practice and reference books already published in the supplementary literature of the Graham system—a most valuable consideration for all who desire to reach the highest planes of shorthand efficiency.

As the title suggests, the purpose of this book is to prepare the student to meet successfully the demands made upon the shorthand writer in modern business life. A further purpose is to effect this preparation in

the shortest possible time consistent with good work. With that end in view, great care has been observed in selecting the words for illustration and drill, so that the student's knowledge of commercial terms will be increased by his shorthand study. Yet it must not be assumed because of this that the text is unsuited for those who desire to prepare for court reporting work; for the shorthand principles employed are identical in both fields.

Of the Graham system itself it is unnecessary to speak at length; its popularity among the expert writers of the country, and its endorsement by the National Shorthand Reporters' Association, are evidence of its superiority.

To the teachers throughout the country who have aided us by suggestions in the preparation of this text, our sincere thanks are due and given.

CHART OF THE ALPHABET

CONSONANTS

The *sound* represented by each sign is the same as that of the italic letter or letters in the word under its name.

SIGN:								
NAME:	Pee,	Bee,	Tee,	Dee,	Chay,	Jay,	Kay,	Gay,
SOUND:	<i>pea</i> ,	<i>bay</i> ,	<i>tea</i> ,	<i>do</i> ,	<i>chew</i> ,	<i>juice</i> ,	<i>kick</i> ,	<i>go</i> ,
	Ef,	Vee,	Ith,	Tnee,	Es,	Iss,	Zee,	Ish,
	Zhay,	Lay,	Ar,	Ray,	foe,	rim,	think,	them,
	so,	s, z,	zeal,	show,	usual,	low,	rim,	r,
	Em,	En,	Ing,	Way,	Wēh,	Wūh,	Yay,	Yēh,
	Yūh,	Hay,	Hēh,	me,	no,	wing,	woc,	w,
	w,	w,	yew,	y,	y,	hew,	h.	

SIMPLE VOWELS

First-Place

LONG—		= ē as in <i>cat</i> ;		= ā as in <i>all</i> .
SHORT—		= I as in <i>it</i> ;		= ō as in <i>hot</i> , or ă as in <i>watch</i> .

Second-Place

LONG—		= ā as in <i>make</i> ;		= ō as in <i>own</i> .
SHORT—		= ē as in <i>pet</i> ;		= ũ as in <i>up</i> .

Third-Place

LONG—		= ā as in <i>arm</i> ;		= ōō as in <i>food</i> .
SHORT—		= ă as in <i>at</i> ;		= ōō as in <i>foot</i> , or ū as in <i>full</i> .

DIPHTHONGS

	v	represents <i>ai</i> or <i>i</i> , as in <i>aisle</i> , <i>ire</i> .
	^	" <i>oi</i> or <i>oy</i> , " <i>oil</i> , <i>loyal</i> .
	^	" <i>ou</i> or <i>ow</i> , " <i>out</i> , <i>tower</i> .
	^	" <i>u</i> or <i>ew</i> , " <i>tune</i> , <i>mew</i> .

INTRODUCTION

Graham's Standard Phonography is a system of writing English according to sound. It has a letter for each distinct sound, of which there are forty. These are divided into classes called consonants, vowels, and diphthongs. There are twenty-four consonants, twelve vowels and four diphthongs.

As only the *sounds* are represented in Phonography, silent letters in the common spelling, as *a* in *tea* and *ugh* in *though*, are not expressed in Phonography. *C*, which is sometimes sounded like *s* and sometimes like *k*, as in *cease* and *cow*, has no corresponding sign; for each sound has its distinct sign. Nor has *x*, which sometimes represents the sound of *ks*, as in *box*, and sometimes *z*, as in *Xenia*. *Q* always has the sound of *k*.

Nomenclature

The Graham system provides a method by which a name can be made with the common alphabet for every possible combination of the Phonographic signs. These names are called the nomenclature, and it is important that the student should learn them, as by their use his progress will be hastened and the labor of the teacher lessened.

The Alphabet

The Chart of the Alphabet is for reference only. The letters will be taught in sections. But the attention of the student is called to the arrangement of the first sixteen consonants into pairs of similar signs to repre-

sent pairs of similar sounds,—a light sign for a light sound, a heavy sign for a heavy sound. The remaining consonants cannot be paired; those used most are represented by light strokes.

The simple vowels, likewise, are arranged in pairs of light and heavy signs for light and heavy sounds. And to distinguish the similar signs, they are written in three positions beside the consonant-strokes. Thus, a vowel written opposite the *beginning*, *middle*, or *end* of a consonant-stroke is called, respectively, a *first-place*, *second-place*, or *third-place* vowel. The heavy signs are for the “long” vowels; and the light ones are for the “short” vowels.

Directions for Writing

A good steel or gold pen is the best writing instrument, because the distinction between light and heavy strokes is more easily made with a pen than with a pencil. However, when facility with a pen has been acquired, the student should use a pencil frequently enough to become accustomed to it and to reading pencil notes. Hold the pen or pencil as for long hand—the wrist above the table and the hand resting lightly on the nails of the third and fourth fingers.

LESSON 1



CONSONANT STROKES

1. There are twenty-four consonants. The first eight are given below. The sound represented by each sign is the same as that of the italic letter or letters in the word under its name.

SIGN: \ \ | | / / — —

NAME: Pee, Bee, Tee, Dee, Chay, Jày, Kay, Gay.

SOUND: *pea*, *bay*, *tea*, *do*, *chew*, *juice*, *kick*, *go*.

2. Pee and Bee should slant 45 degrees; that is, midway between Kay and Tee; thus: ; Chay and Jay should slant less than Pee; thus: 

3. These eight strokes and their names should be mastered before proceeding further. Write the first six downward, stopping at the line of writing. Write the last two from left to right. Make the signs the size of the examples. A good method of practice is to fill several lines of a note-book with each pair of strokes, naming them as you write; thus:




4. *Joining Consonant Strokes*.—All the consonants in a word should be written without raising the pen, each succeeding stroke beginning where the preceding

one ends. When the first stroke of a word is horizontal and the next is written downward, the horizontal is written above the line, so that the second stroke may rest upon it. Tee and Dee should be vertical. When joined to another stroke, Pee, Bee, Chay, and Jay may slant more or less than when standing alone. Carefully notice examples in the exercises, and follow them as closely as possible.




5. *Joining Light and Heavy Consonants.*—Observe carefully that joined light and heavy straight consonants, having the same direction, are written as one stroke, without stopping.

6. *Outlines.*—The consonants of a word, when properly joined, are called its outline.

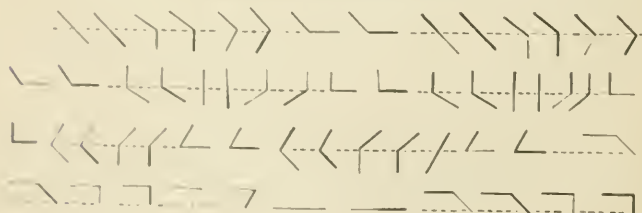
7. A hyphen (-) between sign-names indicates that the signs are to be joined.

8. *Dotted Lines.*—Dotted lines correspond to ruled lines on writing paper.

9. Copy the outlines of the following Reading Exercise ten times; with the tenth time, write opposite each outline its name, as shown in the following examples:

 Pee-Bee, — Gay-Kay, --  Chay-Tee, --  Dec-Dec.

READING EXERCISE



WRITING EXERCISE

10. Write and number the signs for the following names:

1. Gay-Pee	11. Kay-Jay	21. Kay-Bee	31. Pee-Chay
2. Dee-Tee	12. Tee-Gay	22. Chay-Tee	32. Gay-Kay
3. Bee-Kay	13. Bee-Tee	23. Pee-Kay	33. Dee-Jay
4. Kay-Gay	14. Kay-Dee	24. Kay-Pee	34. Pee-Dee
5. Dee-Bee	15. Tee-Kay	25. Tee-Dee	35. Tee-Bee
6. Chay-Bee	16. Bee-Pee	26. Jay-Pee	36. Gay-Jay
7. Kay-Kay	17. Kay-Tee	27. Gay-Gay	37. Tee-Pee
8. Dee-Pee	18. Tee-Jay	28. Dee-Kay	38. Dee-Dee
9. Bee-Dee	19. Pee-Gay	29. Tee-Tee	39. Pee-Bee
10. Jay-Kay	20. Kay-Chay	30. Chay-Gay	40. Tee-Chay

LESSON 2

VOWELS

11. There are twelve simple vowels, represented by light and heavy dots and dashes. The *sounds* for which they stand are their *names*. Writing the vowels in their proper places is called *vocalization*. These places are on either side of a consonant, at the beginning, middle, or end; and they are called, respectively, *first-place*, *second-place*, and *third-place*.

12. *Second-Place Vowels*.—The letter Tee is here used to show the position the second-place vowels occupy at the side of a consonant. Any other consonant-stroke may be so used.

LONG— |· = ā as in *make*; |- = ō as in *own*.

SHORT— |· = ě as in *pet*; |- = ŭ as in *up*.

13. *Order of Writing and Reading*.—The consonants of a word are written first; the vowels are then written in their proper positions at the sides of the consonants. Dash-vowels are written at a right-angle to the con-

sonant-stroke. A vowel *above* a horizontal consonant, or to the *left* of any other, is read *BEFORE* the consonant; thus: o oak, -| owed. A vowel *below* a horizontal consonant, or at the *right* of any other, is read *AFTER* the consonant; thus: — gay, \ pay.

14. *Second-Place Vowels Between Strokes*.—(a) A long second-place vowel occurring between two consonant-strokes is written *AFTER* the first stroke; thus: o poke, cake o. (b) A short second-place vowel occurring between two consonant-strokes is written *BEFORE* the second stroke; thus: \ u buck, u keg.

15. *Second Position of Words*.—Words composed entirely of horizontal strokes are written on the line when the accented vowel is second-place. Other words having a second-place accented vowel are written so that the *first* SLANTING OR VERTICAL stroke rests on the line. Words so written are in the *second* position. The following outlines illustrate this position and should be copied repeatedly. Pronounce the name of each consonant and vowel as it is made.

EXERCISE

ape :| ate :| aid :| ache — obey \

oat :| owed -| oak — day :| jay /

gay — bow \ toe — doc — go —

page > poke \ bake \ tape — take —

cocoa — cape — cope — cage —

ebb \ etch / edge / egg — budge >

buck \ tub — touch — tug — Dutch —

duck — dug — chuck / jug — cup —

16. Write and vocalize the outlines for the following words:

pay, age, bay, gage, gape, choke, cheek, tuck, chub, poke, peck, dub, pug, opaque, peg, poach, beg, deck, dough, coach, tow.

TICKS

17. Because of their very frequent recurrence, the words *the*, *a*, *an*, and *and* are generally represented by ticks joined to the preceding or following word.

18. *The* is expressed by a light, slanting tick joined to a preceding word and written downward or upward, that direction being chosen which produces the sharper angle; thus: \ pay the, · ate the.

19. *A*, *an*, or *and* is expressed by a light, horizontal or vertical tick, sometimes joined to a preceding word, but more frequently to a following one; thus: 7 a day, 7 an aid, 7 and take.

20. The horizontal *and*-tick may be joined to the vertical one for the phrase *and a* (or *an*); also to the *the*-tick for the phrase *and the*; thus: 7...and a (or *an*); 7...and the. Care should be taken to place the horizontal tick of these phrase-signs on the line, to avoid confusing them with similar signs to be taught later.

PUNCTUATION

21. In Phonography the principal mark of punctuation is the period, which is written like Chay-Chay: --/--. A paragraph mark is --//-- ; or a greater space may be left between sentences than is usual. The hyphen, which is needed occasionally to connect compound

words, is . A proper noun is distinguished from a common noun, *if necessary*, by two short dashes under the proper noun: Day. The dash is a waved-line: .

This sign is also written under a word or words to indicate that they are to be underscored in the transcript or emphasized in reading the notes. The ordinary comma, semi-colon, colon, interrogation, and exclamation points are written when deemed necessary.

READING EXERCISE

To be copied until it can be written neatly and readily.

1. Job, pay-the check and-obey-the judge. 2. Ed. Page ate-the

cocoa. 3. Cato, bake an-oat cake and-poach an-egg. 4. Joe,

take-the babe a-cape. 5. Abe, etch-the Dutch jug and-take-the

oak keg and-aid Jake Pope.

LESSON 3



CONSONANT STROKES—*Continued.*

22. SIGN: \ \ (()) / /

NAME: Ef, Vee, Ith, Thee, Es, Zee, Ish, Zhay.

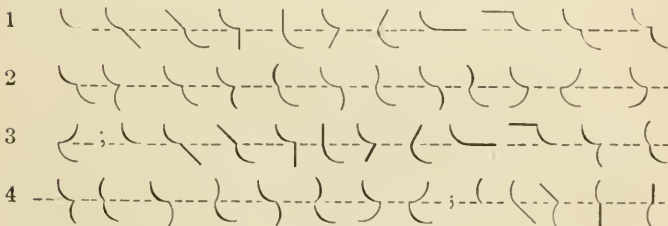
SOUND: foe, vim, *think, them*, so, zeal, *show*, usual.

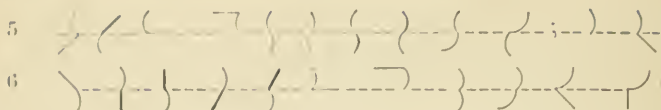
23. (a) Each of this second group of eight strokes is written downward. (b) The heavy curves should be thickest at the center, tapering both ways. (c) Ith, Thee, Es and Zee should stand so that their ends would touch a vertical line.

24. *Joining Consonant-Strokes.*—There should be no angle between Ef, Vee, Ith, or Thee and a following Kay or Gay. They should be written as one stroke. When a heavy curve and a heavy straight consonant are joined without an angle, they should be of equal thickness at the point of junction; thus:  Vee-Gay,  Dee-Vee.

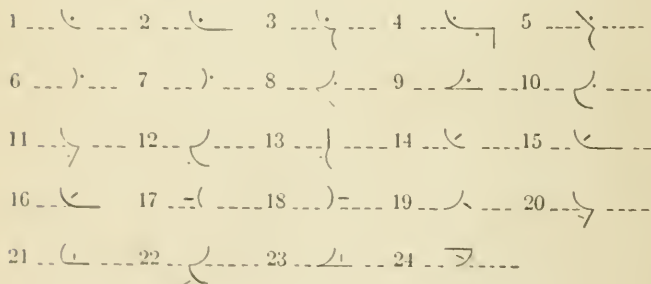
EXERCISE ON JOINING THE CONSONANTS

Copy repeatedly. Name each stroke as you make it.





25. Copy the following words several times. Be careful to make the "long" vowels *heavy* and the "short" ones *light*. Heavy signs should be made with the first stroke of pen or pencil, not by retracing. Transcribe into longhand and number each word as it is numbered below.



26. Join the consonant-signs for the *sounds* of the italic letters in the following words. Disregard the other letters.

WRITING EXERCISE

- | | | | | |
|-----------------|-------------------|-------------------|-------------------|-------------------|
| 1. <i>fop</i> | 6. <i>abore</i> | 11. <i>fishy</i> | 16. <i>Davey</i> | 21. <i>Joshua</i> |
| 2. <i>shop</i> | 7. <i>cozy</i> | 12. <i>shady</i> | 17. <i>thatch</i> | 22. <i>cash</i> |
| 3. <i>busy</i> | 8. <i>ask</i> | 13. <i>teeth</i> | 18. <i>thick</i> | 23. <i>gauzy</i> |
| 4. <i>fatty</i> | 9. <i>thief</i> | 14. <i>arowed</i> | 19. <i>sheath</i> | 24. <i>Bessie</i> |
| 5. <i>path</i> | 10. <i>shaggy</i> | 15. <i>puffy</i> | 20. <i>coffee</i> | 25. <i>bush</i> |





LESSON 4

THE CIRCLE FOR S AND Z








27. (a) On account of the frequent occurrence of the sounds of s and z, they are represented sometimes by the stroke signs)) ; but generally by a small circle, °, which is particularly convenient for joining. (b) The name of the small circle is Iss.

28. Iss is joined—




1. *To Straight Strokes*, by a motion contrary to that of the hands of a clock; thus:



			
sps,	sts,	schs,	sks,
NAMES: Spees,	Steec,	Iss-Chays,	Skays,




2. *To Curves*, on the inside; thus:

						
Sefs,	Svees,	Siths,	Sthecs,	Iss-Es-Iss,	Iss-Zeecs,	Sish-Iss.

3. *Between Straight Strokes Forming an Angle*, outside of the angle; thus:






		
Pees-Tee,	Kays-Pee,	Chays-Tee.



4. *Between Curves*, usually on the inside of the first; thus:  Efs-Vee,  Tnees-Ef,

5. *Between Straight and Curved Strokes*, inside of the curve; thus:  Pees-Ith,  Dees-Es,  Efs-Kay.

























29. *Rules for Using Iss*.—Iss should be used, generally—



1. When *s* (or *c* sounded like *s*) begins a word of two or more consonants.
2. For *s* or *z* at the middle or end of a word.

30. (a) Iss at the *beginning* of a consonant-stroke is read FIRST; that is BEFORE the stroke and any vowels beside the stroke; thus:  soap,  stow. (b) Hence, the stroke  must be used after an initial vowel, as in  ace,  owes.

31. (a) Iss at the *end* of a consonant-stroke is read LAST; thus:  face,  daze. (b) Hence, the stroke must be used before a final vowel, as in *say*, *daisy*.

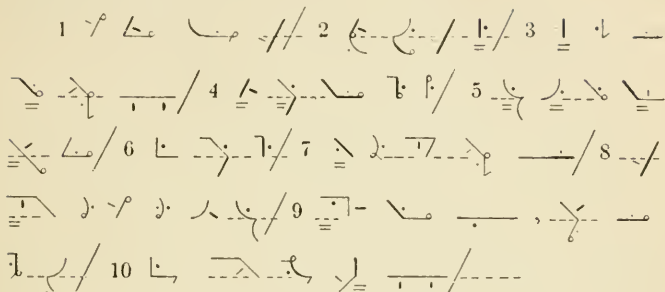
Read downward.

sage...  said...  stay...  days...  shows... 
 sake...  soak...  stow...  case...  fuss... 
 safe...  sup...  spake...  checks...  shucks... 
 save...  such...  spoke...  pose...  upset... 
 set...  suck...  baize...  dose... 

32. *Caution*.—In such words as  desk,  dusk, it should be observed that the vowel does not occur between two consonant-STROKES, but between two consonants the second of which is represented by a circle; hence the rule of Paragraph 14, *b*, does not apply, and vowels of *whatever* place must be written by the stroke next to which they are heard.

READING EXERCISE

Read, copy repeatedly, and read from your own notes.



WRITING EXERCISE

To be written in phonography. Join the words connected by a hyphen.

1. Judge Pope and-Judge Gutchess spoke.
2. A-duck's egg upsets Seth Jessup.
3. Abe shaves-the chef and-takes a-cake.
4. Guess Faith Page's age.
5. Ed. Devoe says take both tubs and-desks.

LESSON 5

WORD-SIGNS

33. In order to gain speed in writing, words that are used very often are each represented by only a part of its full outline. These parts, when made by a single pen-movement, are called *word-signs*. The term is used both for the sign and the word.

34. *Position of Word-Signs*.—Consonant word-signs are written in three positions, with reference to the line

of writing, in order to indicate or suggest the vowel, or the accented one. The "superior" figure printed with the name of a sign indicates the position of the sign, and should be named when memorizing it. For instance, Pee² should be pronounced "Pee two, up."




35. It is necessary to write a few word-signs out of the position of their accented vowel to prevent their being confounded with similar signs which, according to the general rule, would occupy the same position. Also some word-signs which, if placed according to their accented vowel, would be in either the first or the third position, are written in the second (on the line), because that is the most convenient for the writer.

36.

SECOND-POSITION











SIMPLE-CONSONANT WORD-SIGNS

∖ Pee ² , up	∖ Ef ² , for
∖ Bee ² , be, object', ob'ject	∖ Vee ² , have
Tee ² , it	(Ith ² , think
Dee ² , do	(Thee ² , them, they
/ Chay ² , which, change-d) Es ² , so
/ Jay ² , advantage) Zee ² , was
— Kay ² , come, Co. (contraction for <i>company</i> ; as, Sage & Co.)	o Iss ² , as, has
NOTE.—This sign should be used for <i>company</i> only when it is part of a firm name.	∪ Ish ² , shall
— Gay ² , together	∪ Zhay ² , usual-ly

37. The ticks for *the*, *a*, *an*, *and*, may be joined to the stroke word-signs as well as to simple-consonant strokes; and are joined to the signs for *as* and *has*, thus:  as (*or has*) *the*;  a (*or has*) *a or an*;  and as (*or has*).

READING EXERCISE

Read, copy, and transcribe from your own notes.

1.  2.  3.  4.  5.  6.  7.  8.  9.  10. 

WRITING EXERCISE

1. So it was an-advantage for them, was it? 2. Do they take it as-a joke? 3. Joseph Pope &-Co. have-the tubs. 4. Take-the folks up as they come. 5. Bess and-Ed usually come together for-the eggs and-pay for them as they take them.

LESSON 6

VOWELS—Continued.

38. First-Place Vowels—

LONG.—|[•] = ē as in *eat*; |^ˉ = ǣ as in *all*.

SHORT.—|[˙] = ĭ as in *it*; |[˘] = ɔ̄ as in *hot*, or ʌ as in *watch*.

39. *First Position of Words.*—(a) When the accented vowel of a word is first-place, the outline is written so that the *bottom* of its *first slanting or vertical stroke* is half the height of a Tee above the line. (b) If the outline is composed entirely of horizontal strokes, it is written the full height of a Tee above the line. Words so written are in the *first position*. Examples:

eat,	keep,	odd,	talk,	peep,	teeth,	sheaf,	thick
		key,	kick,	cog.			

40. *First-Place Vowels Between Strokes.*—When a first-place vowel occurs between two strokes, it is written beside the first one.

bees		seize		sobs		vicious
eats		sip		socks		cautious
seats		sick		fox		bishop

seep	sieve	bob	sickish
siege	pause	fog	caustic
seethe	saw	cog	faucet
tease	cause	ship	visit
fees	thaws	thick	deceit















TEST WORDS

1 pause	5 bog	9 sheath	13 disk	17 seedy
2 copy	6 gaudy	10 ox	14 gossip	18 deposit
3 cheap	7 shoddy	11 botch	15 shock	19 beseech
4 teethe	8 thief	12 cobs	16 odds	20 Esop

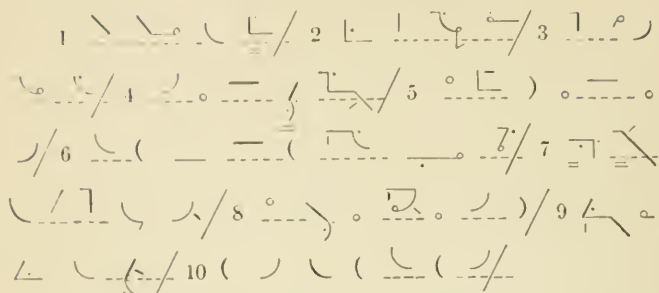
41.

FIRST POSITION

SIMPLE-CONSONANT WORD-SIGNS

	Bee ¹ , by, buy		Ef ¹ , if		
	Tee ¹ , time		Vee ¹ , ever		
	Dee ¹ , dollar		Es ¹ , see		
	Chay ¹ , each		Iss ¹ , is, his		
	Kay ¹ , common		Ish ¹ , she, wish		
	Gay ¹ , give-n				
	is the		is a (or an),		and is (or his).

READING EXERCISE



OPTIONAL TEST EXERCISE

- | | | | | |
|------------|--------------|-------------|------------|------------|
| 1. spoke | 11. gusset | 21. gusty | 31. escape | 41. dodge |
| 2. dusty | 12. sketch | 22. folks | 32. chalk | 42. bib |
| 3. effigy | 13. episode | 23. pasty | 33. visit | 43. putty |
| 4. coax | 14. edit | 24. fussy | 34. civic | 44. daub |
| 5. vague | 15. deceive | 25. efface | 35. topic | 45. calk |
| 6. ethics | 16. teacup | 26. fifth | 36. sought | 46. faucet |
| 7. custody | 17. sheathe | 27. visage | 37. pop | 47. coffee |
| 8. suffix | 18. keepsake | 28. paucity | 38. fog | 48. balk |
| 9. beset | 19. toady | 29. debauch | 39. jockey | 49. ditty |
| 10. pesky | 20. sheepish | 30. sawed | 40. Scotch | 50. fix |

WRITING EXERCISE

1. They seek a-petty advantage for-the city. 2. Take-the teacup up for Bessie. 3. Save-the soap checks for a-desk for Edith. 4. It was a-dusty day for-the job. 5. It is-a pity his speech is so caustic. 6. Give Codey &-Co. a-check for-the safe. 7. Was Joe given coffee and-an egg? his face is chalky. 8. Seize-the ship and-beach it. 9. Give Buck a-box for his eggs. 10. Augustus says Jessie is sick.


LESSON 7





CONSONANT STROKES—*Continued.*

42. SIGN: 

NAME: Lay, Ar, Ray, Em, En, Ing, Way, Yay, Hay





SOUND: low, rim, me, no, wing, woe, yew, hew

43. (a) When it stands alone,  is always written upward. (b) When joined to another *stroke-consonant*, it may be written upward or downward, according to convenience. (c) It is called Lay when written upward, and El when written downward; thus:


 _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
Lay-Es, Lay-Em, El-Gay, El-Ing.



44. Ar, Way, and Yay are always written downward.




45. (a) Ray, the straight sign for *r*, is always written upward and, when standing alone, at a considerably greater slant than Chay, from which it is distinguished by its greater slant; thus: / Chay, / Ray. (b) When Chay and Ray are joined to other *stroke-consonants*, they are easily distinguished by their direction, Chay being always written downward and Ray upward; thus:

 _ _ _ _ _  _ _ _ _ _  _ _ _ _ _  _ _ _ _ _
Kay-Chay, Kay-Ray, Lay-Chay, Lay-Ray.

46. Em, En, and Ing are written from left to right.



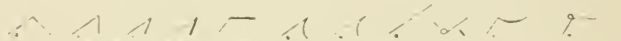
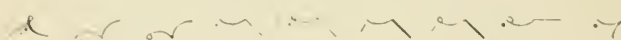


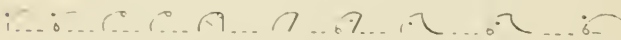
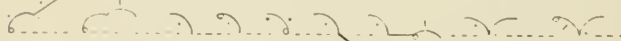

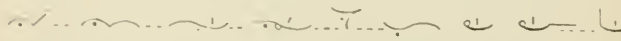

47. Hay , is always written upward.

48. (a) Iss may be joined to Hay at the beginning by making a circle in place of the hook; thus:  Iss-Hay. (b) This will not be mistaken for Iss-Ray, which has the circle on the opposite side; thus: 

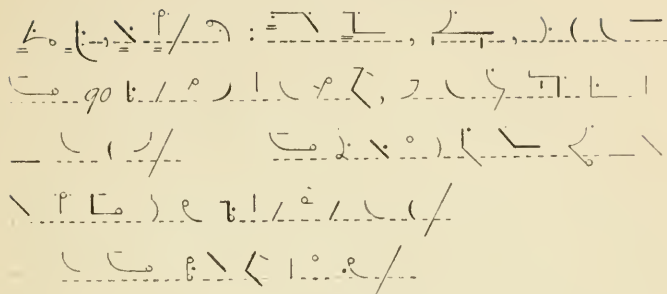
49. As Lay, Ray, and Hay are always written upward, their beginning is at the bottom and the vowels are placed accordingly; thus:  law,  raw,  haw.

READING EXERCISE

Copy and transcribe (or read) from your own notes.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 

BUSINESS LETTER



TEST WORDS

Write Ar, the curve, only when a small capital R is used.

- | | | | | |
|-------------|--------------|-------------|-------------|--------------|
| 1. agency | 11. diminish | 21. knock | 31. ream | 41. solid |
| 2. always | 12. dozen | 22. infer | 32. receipt | 42. succeed |
| 3. bunches | 13. dullness | 23. leakage | 33. receive | 43. summer |
| 4. baseness | 14. early | 24. lower | 34. repair | 44. tongue |
| 5. caused | 15. enough | 25. mistake | 35. russet | 45. varies |
| 6. city | 16. error | 26. months | 36. rugs | 46. vicinity |
| 7. citizen | 17. exchange | 27. notice | 37. same | 47. visit |
| 8. dealer | 18. fence | 28. officer | 38. sawed | 48. wringer |
| 9. delay | 19. heavy | 29. hasty | 39. service | 49. wrench |
| 10. deposit | 20. hurried | 30. pistol | 40. solicit | 50. wrought |

WRITING EXERCISE























1. Tom's mistakes diminish-the agency's receipts. 2. Mary and-Elsie have each a-dollar for a-dozen lilies and-a dozen pinks. 3. Paul Terry wrote a-page for-the Sunday *Republic*. 4. His office is small. 5. James will come and-change-the rugs. 6. Give-the officer a-pistol. 7. Take-the citizen's receipt for-the wringer. 8. Summer dullness caused a-heavy loss. 9. Bob always comes for-the Sunday service. 10. Hasty tongues make many enemies. 11. Have-the mason repair-the leak by-the chimney. 12. Exchange-the check for money and-pay for-the fence. 13. Six months' notice is enough.

LESSON 8

WORD-SIGNS—PHRASE-WRITING

50. In the Chart of the Alphabet, brief signs are given for *w* and *y*. The use of these as consonants will be explained later; but as it is now desirable for the sake of phrase-writing to use them as word-signs, they are included in the following list of

SIMPLE-CONSONANT WORD-SIGNS

---  Ar ¹ , hear, her, here	 Ar ² , are (sometimes Ray ² ; as,  you are)
---  Em ¹ , me, my	 Em ² , am, him, may
---  En ¹ , any, in	 En ² , know, no
---  Ing ¹ , thing	 Ing ² , language
---  Way ¹ , why	 Way ² , way
---  Wē ¹ , we	 Wēh ² , were
---  Wēh ¹ , with	 Wūh ² , would
---  Wūh ¹ , what	 Yay ² , your
---  Yēh ¹ , year, years	 Yēh ² , yet
---  Yūh ¹ , beyond	 Yūh ² , you
 Lay ² , will	

51. *Compound Words*.—Outlines for compound words composed of word-signs are formed, whenever practicable, by joining the separate signs; thus:

----- anything, forever, become.

PHRASE-WRITING.

52. The speed and legibility of writing are considerably increased by the judicious use of phrase-writing; that is, by joining words occurring together in phrases and clauses. In order to acquire this valuable art as soon as possible, the student should diligently practice the joining of word-signs, as shown below and elsewhere, until he can do it without hesitation and with neatness and rapidity. The first word of a phrase-sign, unless it is *a*, *an* or *and*, is usually written in its proper position, and the other word or words follow without regard to position. Occasionally, a first-position Brief Way or a horizontal stroke-consonant is raised or lowered slightly to allow the second word to follow in its proper position, as in Wuh-Tee¹, *what time*; En-Chay¹, *in each*; so, also, it is sometimes advantageous to take *as* out of its position and join it to a following word that depends upon its position for legibility; as, Sef¹, *as if*; Sef², *as for*. As the student gains in experience, he will gradually extend the practice of phrase-writing beyond the limit of word-signs. Examples of such phrases will be given in the exercises as the principles of the system are explained.

53. *Phrase-Signs*.— are you, do you, for you, for which,
 give you, have you, here you are, if you will,
 think you may, will you, if we, it is (or has),
 it was, was it, we have, what a (or an), what the,

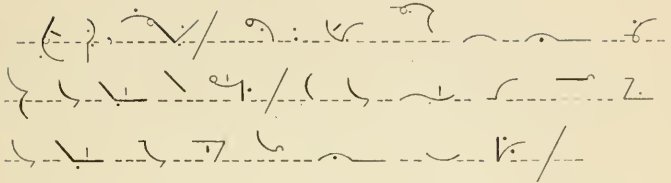
} what it was } what was it, / which is (or has), < which may,
 / which you, / which you may, / which you will,
 p. would a (or an), . would the, . would be, . would do,
 p. would it, . you are, . you will, . you will be,
 / you will do, . as if, . as for

READING EXERCISE

Read, copy, and read or transcribe from your own notes.

1. ... / 2. ... / 3. ...
4. ... / 5. ... /
6. ... / 7. ... /
8. ... / 9. ...
10. ... / 11. ...
12. ... / 13. ...
14. ... / 15. ...
16. ... / 17. ...
18. ... / 19. ... / 20. ... /
21. ... / 22. ...
23. ...
24. ... /

BUSINESS LETTER



WRITING EXERCISE

Write in shorthand, and join the words connected by hyphens.

1. Why are we here? 2. Will-you sell-the bunch for a-dollar? 3. Do-you both speak-the same language? 4. My fear is for-you. 5. You-will-be safe if-we take-you beyond your depth. 6. In what year were they in Minnesota? 7. Do-you know what is yet in-the box? 8. Shall we hear her sing? 9. Mary came for me Sunday. 10. Ring up Bell & Co. and-say they may have 200 dozen eggs. 11. Do-you know any reason for his being here? 12. Would Mollie give her what she came for?

LESSON 9

VOWELS—*Continued.*54. *Third-Place Vowels.*—





LONG— |. = ä as in *arm*; |_ = oo as in *food*.

SHORT— |. = ă as in *at*; |_ = ȳ as in *foot*, or
ȳ as in *full*.



55. *Third Position of Words.*—(a) The first slanting or vertical stroke of a word having a third-place accented vowel is written through the line; (b) outlines having only horizontal strokes are written a little below the line.

Words so written are in the *third* position; thus: --\---
back, --¹--- look, --p--- sat, --- nag, --- cook.

56. *Third-Place Vowels Between Strokes*.—When a third-place vowel occurs between two *stroke*-consonants, it is written opposite the end of the second stroke; thus:

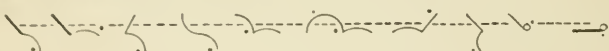


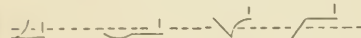
 par, nap, loop, pull.

Remark.—In a few cases, greater clearness will result from a non-observance of the rules for writing first-place and third-place vowels between strokes, as a vowel would sometimes be in an angle if the rule were followed; thus:  

In such cases, place the vowel away from the angle; thus:  

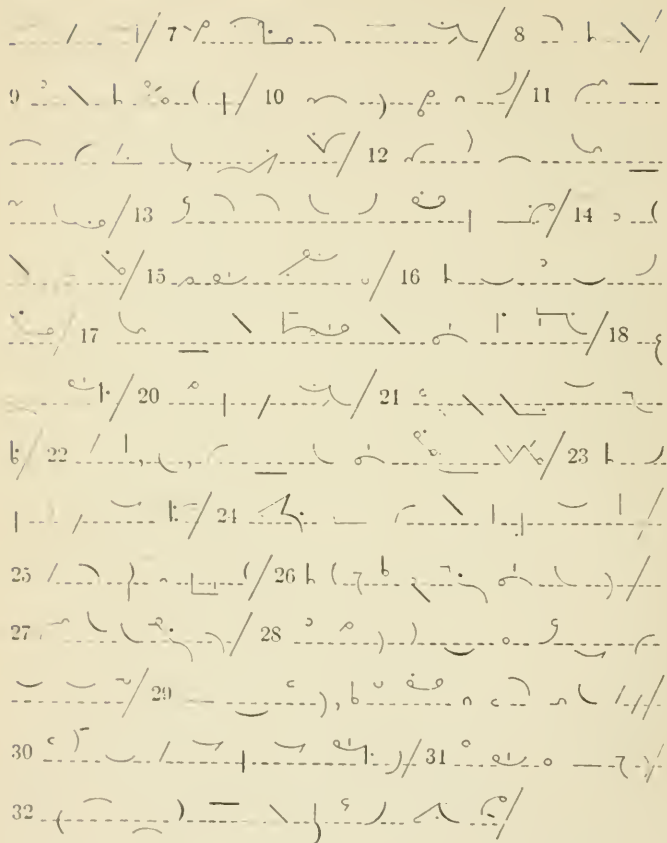
READING EXERCISE

Read, copy several times, and transcribe your own notes.

1 
 2 
 3 
 4 

57. Write in the position of the accented vowel and vocalize the outlines for the following words. Number them to correspond with the numbers below.

- | | | | | |
|----------|------------|-------------|------------|-----------|
| 1. par | 9. sash | 17. rally | 25. spool | 33. soon |
| 2. spar | 10. slap | 18. bank | 26. tomb | 34. swoop |
| 3. tar | 11. map | 19. rash | 27. room | 35. moor |
| 4. calm | 12. rack | 20. rasp | 28. sloop | 36. loser |
| 5. czar | 13. magic | 21. tarry | 29. moose | 37. book |
| 6. psalm | 14. arch | 22. marry | 30. choose | 38. soot |
| 7. sap | 15. arnica | 23. carry | 31. loose | 39. cooky |
| 8. sack | 16. arson | 24. carried | 32. woo | 40. moody |



WRITING EXERCISE

1. Pay your bills with-checks if-you wish receipts. 2. A-rainy day usually lowers our sales. 3. If you are sick, omit your usual task and-go home as soon as Mary and-Elsie come in. 4. She

would as calmly await her death as her marriage. 5. Rake up-the leaves and-bury-the rubbish in-the ditch. 6. Our money is in-the savings bank and-is safe. 7. They had a-whole page advertisement in-the Sunday *Sun*. 8. Marcia has-a large income and-is to be married in May. 9. You-may exchange-the cup for-the cape if-you wish, though we-think you-will-be sorry if-you do. 10. They said, however, they would carry out as-much-as they had room for in-the shop.

REVIEW OF SIMPLE-CONSONANT WORD-SIGNS

advantage, Jay ²	for, Ef ²	long, Ing ³	to be, Bee ³
advertise-d, Dee ³	give-n, Gay ¹	may, Em ²	together, Gay ²
advertisement, Dee ³	go, Gay ³	me, Em ¹	up, Pee ²
along, Ing ³	had, Dee ³	much, Chay ³	us, Es ³
am, Em ²	happy, Pee ³	my, Em ¹	use (noun), Es ³
any, En ¹	has, Iss ²	no, En ²	use (verb), Zee ³
are, Ar ²	have, Vee ²	ob' ject, Bee ²	usual-ly, Zhay ²
as, Iss ²	hear, Ar ¹	object', Bee ²	was, Zee ²
at, Tee ³	her, Ar ¹	our, Ar ³	way, Way ²
away, Way ³	here, Ar ¹	out, Tee ³	we, Weh ¹
be, Bee ²	him, Em ²	own, En ³	were, Weh ²
beyond, Yuh ¹	his, Iss ¹	party, Pee ³	what, Wuh ¹
buy, Bee ¹	home, Em ³	see, Es ¹	which, Chay ²
by, Bee ¹	hope, Pee ³	shall, Ish ²	whole, Lay ³
change-d, Chay ²	hour, Ar ³	she, Ish ¹	why, Way ¹
charge-d, Chay ³	however, Vee ³	so, Es ²	will, Lay ²
Co. (company), Kay ²	if, Ef ¹	thank-ed, Ith ³	wish, Ish ¹
come, Kay ²	in, En ¹	them, Thee ²	with, Weh ¹
common, Kay ¹	is, Iss ¹	they, Thee ²	would, Wuh ²
do, Dee ²	issue, Ish ³	thing, Ing ¹	year-s, Yeh ¹
dollar, Dee ¹	it, Tee ²	think, Ith ²	yet, Yeh ²
each, Chay ¹	know, En ²	though, Thee ³	you, Yuh ²
ever, Vee ¹	language, Ing ²	thousand, Ith ³	your, Yay ²
few, Ef ³	large, Jay ³	time, Tee ¹	

LESSON 10












DIPHTHONGS—CONTRACTIONS

59. A diphthong is a union of two simple vowels pronounced in one syllable.





60. The four diphthongs most commonly used are represented in Graham shorthand by small angular marks; thus:

^v	represents	<i>ai</i> or <i>i</i> ,	as in	<i>aisle</i> , <i>ire</i> .
[^]	“	<i>oi</i> or <i>oy</i> ,	“	<i>oil</i> , <i>loyal</i> .
_^	“	<i>ou</i> or <i>ow</i> ,	“	<i>out</i> , <i>tower</i> .
_{<}	“	<i>u</i> or <i>ew</i> ,	“	<i>tune</i> , <i>mew</i> .

61. The diphthong signs should always be written as shown above; that is, the sign for *i* should always point downward and be in the first position; that for *oi*, in the same position and point upward; those for *ou* and *u* are always written in the third position, *ou* pointing upward and *u* to the left, as shown in the following examples:

					
pie,	shy,	lie,	toil,	royal,	invoice.
					
mouse,	row,	mouth,	due,	music.	

62. *Diphthong Signs Joined*.—When the junction is easy the diphthong signs may be joined initially or finally; thus:

				
eyed,	ice,	oil,	bough,	cue.

63. *Consecutive Vowels Written with Separate Signs.*—

(a) When the first two letters of a word are vowels represented by separate signs, the second is written nearest the consonant-stroke, and is read next before it; thus: $\dot{\vee}$ aerate. (b) When the last two letters of a word are vowels represented by separate signs, the last is written a little further from the consonant-stroke than the first; thus: $\dot{\vee}$ Genoa.

64. (a) When two vowels occur between two consonant-strokes, one vowel is written to each stroke, if that can be conveniently done; thus: $\dot{\vee}$ poem. (b) But otherwise both vowels are written to the same stroke; thus: $\dot{\vee}$ duel.

65. Copy the following outlines until *you are sure you know* the diphthong signs and the method of writing two consecutive vowels.




























tie.....guy.....thigh.....sigh.....lie.....ire.....
 rye.....tire.....fire.....lime.....toy.....joy.....
 alloy.....ahoy.....annoy.....coil.....foil.....boil.....
 boiler.....bow.....cow.....allow.....row.....mow.....
 cowl.....foul.....fouler.....endow.....rowdy.....dew.....
 chew.....cue.....pure.....hew.....beauty.....bureau.....
 duty.....tube.....mule.....
 iota.....Ionic.....idea.....Owen.....Ohio.....payee.....
 dewy.....doughy.....Noah.....Maria.....via.....radii.....
 Genoa.....opium.....dial.....towel.....jewel.....ruin.....

66. Write in the position of the accented vowel and vocalize the outlines for the following words:

Write *ll*, the downward stroke, when a small capital *L* is used.

- | | | | | |
|-----------|------------|--------------|--------------|-------------|
| 1. pipe | 9. mighty | 17. loyal | 25. mouse | 33. cure |
| 2. pike | 10. guide | 18. royally | 26. rouse | 34. tube |
| 3. vine | 11. toil | 19. doily | 27. arouse | 35. cubic |
| 4. Nile | 12. oil | 20. oiler | 28. denounce | 36. view |
| 5. mile | 13. boy | 21. bower | 29. mouth | 37. slew |
| 6. tile | 14. coy | 22. cowl | 30. ounce | 38. renew |
| 7. fife | 15. coiler | 23. vow | 31. pure | 39. renewed |
| 8. rhyme | 16. decoy | 24. scow | 32. lure | 40. acute |
| 41. piety | 42. gaiety | 43. Cheyenne | 44. Judea | |

67. The term *contraction* is used for an incomplete outline of two or more strokes; also for the word the outline represents. Following are contractions for a few common words, the complete outlines for which are too long for rapid writing:

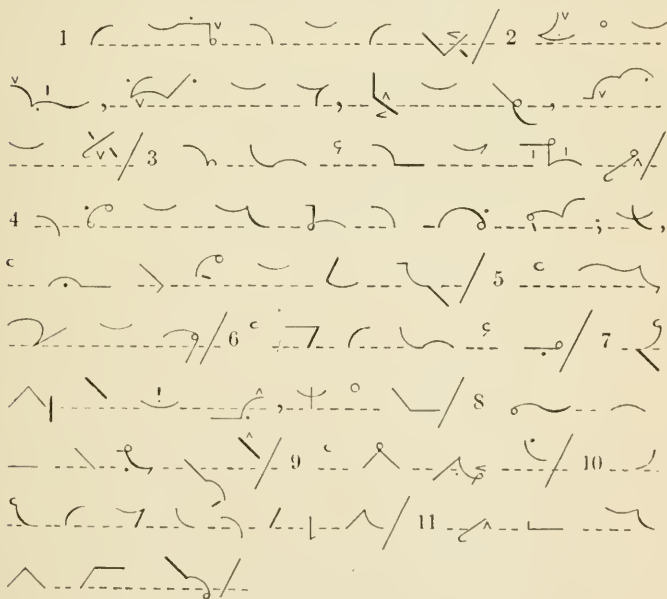
 Jay²-En, January	 Ef²-Em, familiar-ity	 Pee²-Kay, peculiar-ity
 Ef²-Bee, February	 Ar²-Gay, irregular-ity	 Pee²-Bee, public-ation, publish-ed-cr
 En-Vee², November	 En-Jay², knowledge, New Jersey	 Ray²-Ef, refer-red-ence
 Dees²-Em, December	 Em-Ish²-Ray, machinery	 Ray²-Efs, re- fers, references
 Ems-Chay³, Massachusetts	 Em-En-Ef², manufacture-d, manufacturer	 Ray²-Gay, regular-ity
 En-Yay², New York	 En²-Gay, neglect-ed	 Ray²-Pee, represent
 Pee²-Vee, Pennsylvania	 En-Vee², never	 Ray²-Pee:Dec, represented
 Kay-Jay², acknowledge	 En†Vee², nevertheless	 Rays²-Pee, respect-ful-ly
 Vee²-Jay, average	 En†Tec², notwithstand- ing	 Sem²-Ing, something

Remark 1.—No confusion arises from having a contracted outline stand for two words, as *familiar*, *familiarity*, for the context at once indicates whether the outline should be read as an adjective or as a noun.

Remark 2.—The sign “†” between the names of two strokes indicates that the second stroke is to be written through the first. A colon “:” in a similar case indicates that the second stroke is disjoined.

Remark 3.—Derivatives.—(a) Signs for *regularly*, *irregularly*, *peculiarly*, *familiarly*, may be formed by writing Lay near the end of the last stroke of *regular*, etc. Ray-Ef being *refer*, *reference*, adding Iss makes *refers*, *references*.

READING EXERCISE



WRITING EXERCISE

Join words connected by a hyphen.

1 Ship-the machinery via-the Pennsylvania. 2 His February invoice is in-the outside office. 3 Our New-York mill will have-the tires ready by January. 4 Your bank deposits for November show your sales were large. 5 Notwithstanding many delays in manufacture, our boilers were ready for use in-December.

6 Acknowledge receipt and-keep-the slip for reference. 7 You may renew our advertisement in-the *News*. 8 They-said something was inside-the pipe. 9 His irregularities caused his dismissal. 10 Dubuque is-a city in Iowa. 11 Notwithstanding our familiarity with machinery, it-was nevertheless something we-had never seen in any Pennsylvania mill. 12 At-the jeweler's you-will see something represented to-be a-peculiar jewel. 13 We-shall-have-the machinery for-the bake shop set up by-the time they come. 14 We-wish to-be regularly represented in New-York City.

BUSINESS LETTER

ISAAC HUGHES,
Dubois, Pa.

Sir: Your advertisement in Tuesday's *New York Times* was charged at-the regular rate for five inches. It makes-the bill \$6.25, for-which we-hope-you-will mail us your check.

Yours-respectfully,

LESSON 11

VOWEL AND DIPHTHONG WORD-SIGNS

68. The vowels are written alone in two positions, above and on the line, as word-signs. For the sake of distinction, the dash-vowels are written in different directions.

69. The dash-vowel signs are named after half-length consonant-strokes (to be explained later) which they resemble, with the suffix *oid* (meaning *like* or *resembling*) added.

70. VOWEL AND DIPHTHONG WORD-SIGNS

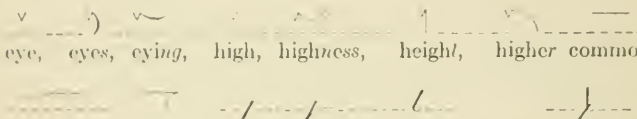
• ---	Name The-dot	↘	Bedoid ² , too, two
•	A, An, or And-dot	↑	Dedoid ² , oh, owe
↘ ---	Bedoid ¹ , all	/	Jedoid ² , who, whom
↑ ---	Dedoid ¹ , already, awe	↘	Petoid ² , to
/	Jedoid ¹ , ought	↑	Tetoid ² , but
↘ ---	Petoid ¹ , of	/	Chetoid ² , should
↑ ---	Tetoid ¹ , or	↖ ---	I ¹ , I, high
/	Chetoid ¹ , on		

Remark 1.—(a) When *the* begins a sentence and whenever the tick for *the* cannot be joined easily at the end of a word, use the dot. (b) Use the dot for *a* whenever it is more convenient than the tick.


Remark 2.—When pronouncing the names of the dash-vowel signs, accent the first syllable; thus: Bed'oid.






Remark 3.—(a) *On* and *should* are written downward when standing alone. (b) When joined to other words, the upward direction is usually the most convenient.

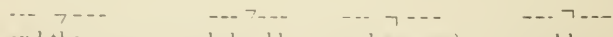
71. *Derivative Word-Signs*.—Signs for derivative words may generally be formed from word-signs by joining to the sign of the primitive the additional consonant or consonants of the derivative; thus:


 eye, eyes, eying, high, highness, height, higher common,
 uncommon, commonly, large, largely, advantageous, disadvantageous

72. *Contractions with Diphthongs*.—A single stroke of the signs for *i*, *ou*, and *ew* may be joined to the strokes Lay and En for the following words:


 Names: Petoid¹-Lay, En²-Petoid, En²-Chetoid,
 highly, now, new, knew

73. *Ticks Added to Vowel Word-Signs*.—The ticks for *a*, *an*, *and*, *the*, may be joined to the dash-vowel word-signs; thus:  of *a* (or *an*),  of *the*,  to *the*,  and *on*,  and *who-m*. In order to distinguish between *and the* and *and should*, and between *and a* and *and but*, they are written thus:


 and the and should and-a (or *an*) and but
 Ketoid²-Chetoid, Ketoid-Chetoid², Ketoid²-Tetoid, Ketoid-Tetoid².

74. *Iss Added to Word-Signs*.—In addition to the use of Iss to express the sound of *s*, and as a word-sign for *is*, *as*, *his*, *has*, it may be added to a word-sign to indicate—

1. The addition of *s* to make another word, thus:


 hopes, buys, its, dollars, advertises-ments,

advantages,
 commons,
 comes,
 gives,
 goes,
 thinks,
 thanks,
 sees,
 uses (noun),
 uses (verb),
 wishes,
 issues,
 hers,
 homes,
 knows,
 whys,
 ways,
 yours
 twos,
 owes,
 whose.

2. The addition of *us* to prepositions; thus:

for us, to us, with us.

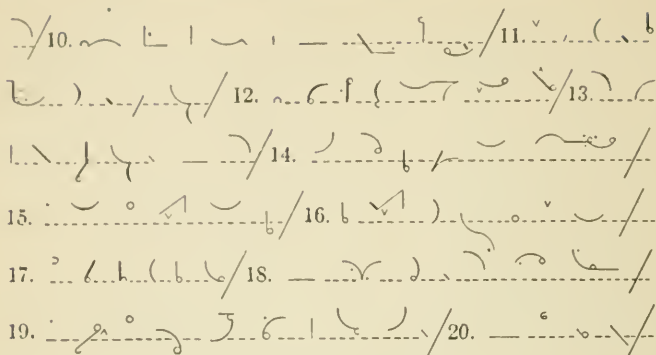
3. The addition of *self* to pronouns; thus:

itself,
 herself,
 ourselves,
 myself,
 himself,
 yourself.

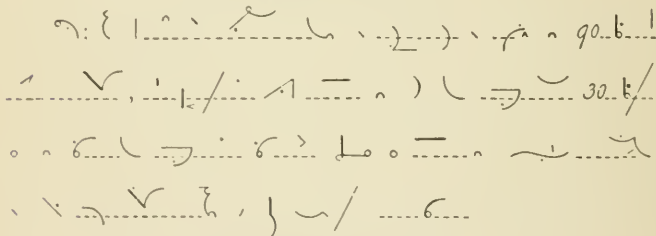
Remark.—*Itself* is written in the third position to distinguish it from *its*.

READING EXERCISE

1. / 2. /
 / 3. /
 / 4. /
 / 5. /
 / 6. /
 / 7. /
 / 8. /
 / 9. /



BUSINESS LETTER



WRITING EXERCISE

Sir: We-think your bill for 23 dollars is too high, as-the job was easy and-took but a-few hours. We-should like a-bill of items. Will-you come and-show us the things charged for?

Respectfully-yours,

Sirs: The rate on hay via-the "New Route" is now much lower, and-you-will save yourself money if-you-will ship all your hay by-it. May we show you why?

Yours-respectfully,


Sir: James Saxon and-Lewis Vose are now in New-York but will-be in Syracuse soon. They say they think highly of-your scheme but hope you-will-have something for-them in-the-way of a-job in large cities.





Yours,

LESSON 12













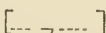
TIME-SAVING EXPEDIENTS

75. Because the words *I*, *he*, *how*, recur so frequently, they are generally represented by ticks that join easily in phrase-writing.

76. *The I-Tick* — Either stroke of the diphthong-sign  may be used for *I*, if written ABOVE the line and joined to the following word; thus:

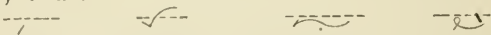
			
I am,	I will,	I do,	I had,
NAMES: Petoid ¹ -Em,	Petoid ¹ -Lay,	Retoid-Dec ² ,	Retoid-Dec ³

77. *The He-Tick*.—(a) When standing alone, *he* is represented by a tick ON the line, written downward, like Chay. (b) When joined to another sign, the *he*-tick may be written in the direction of Pee, Chay, or Ray. (c) When *he* BEGINS a phrase, its sign must rest upon the line, in order to distinguish it from the tick for *I*. Examples:

				
he,	he may,	he thinks,	he is or he has,	he will.
Chetoid ² ,	Chetoid ² -Em,	Retoid ² -Itis,	Retoid ² ,	Petoid ² -Lay,
				
for he,	but he,	or he,	is he,	
Ef ² -Chetoid,	Tetoid ² -Retoid,	Tetoid ¹ -Retoid,	Iss ¹ -Chetoid,	
				
as he or has he,	[as the]	and he	[and the].	
Iss-Chetoid ² ,	[Iss ² -Chetoid],	Ketoid-Chetoid ² ,	[Ketoid ² -Chetoid].	

(d) Experience shows that the different uses of this tick for *he* and *the* can readily be distinguished. (e) *And he* and *and should* are also written alike; but, with the aid of the context, no difficulty is experienced in reading them.

78. *The How-Tick*.—(a) Either stroke of the diphthong-sign \wedge may be used for *how*, if written BELOW the line and joined to the following word. (b) When it stands alone, the *how-tick* is written downward in the direction of Chay; when joined, it may be written upward or downward; thus:







how, how will, how many, how soon.
 NAMES: Chetoid³, Petoid³-Lay, Chetoid³-Em-En, Retoid²-Sen.

79. *The Horizontal or Vertical I-Tick*.—When the context would not permit misreading, *I* may be expressed medially or finally in a phrase by a horizontal or a vertical tick; thus: \uparrow ---- What I said of you; -- \sim You and I.



80. *Prefixes "com," "con," "accom."*—(a) A light dot placed at the beginning of a word signifies *com* or *con*; (b) a HEAVY dot, *accom*; thus: $\dot{\text{---}}$ commit, $\dot{\text{---}}$ conscience, $\dot{\text{---}}$ accompany; (c) or these prefixes may be indicated by writing the remainder of the word partly under the preceding one; thus: --- in company, --- I will accompany. See Paragraph 243.



REMARK.—(a) Word-signs are sometimes used as prefixes; thus: --- altogether, --- although, --- almost, --- Almighty. (b) *All* is represented by Lay in "also," "always," because in these words that prefix can be more readily written with Lay than with the word-sign for *all*; thus: \bigcirc , \bigcirc . These words are sufficiently legible without vocalization. (c) All word-signs (except *under*, see page 59), when used as prefix-signs, retain the position they have as word-signs.



81. *Suffixes "ing," "ings."*—(a) The suffix *ing* may be expressed by a *light* dot at the end of a word; thus: -paying; and *ings*, by a *heavy* dot, thus: doings. (b) Instead of the heavy dot, the stroke Ing-Iss,  is generally employed when it can be conveniently joined; thus: sayings.

REMARK 1.—The dot is not employed when *ing* or *ings* is not a suffix; that is, when a complete word does not remain when *ing* or *ings* is omitted; for instance, in such words as *ring*, *sing*, *kings*, *wings*.







REMARK 2.—(a) As a general rule, the suffix *ing*, when it is part of a noun, is best written with the stroke Ing, as it permits the addition of Iss (s) to express the plural number. (b) But when *ing* forms the end of a *participle*, it should be represented by the dot.

REMARK 3.—The participles *being* and *objecting* are written differently, for the sake of distinction; thus: being, objecting.

82. The suffix *ing* and a *the* following it may be expressed by writing the tick for *the* in place of the Ing-dot; thus: showing the, paying the.

83. The suffix *ing* and a following *a*, *an*, or *and*, may be expressed by writing the *a-n-d*-tick in place of the Ing-dot; thus: eating a, giving a.

REMARK.—The direction which varies most from the preceding stroke should be chosen when writing a tick for *ing-the* or *ing-a-n-d*.

84. *Words Omitted and Indicated.*—(a) The connecting words *of the* are commonly omitted and the omission indicated by writing the adjacent words close to each other; thus: sale of the box. But if *of the* is preceded or followed by a vowel word-sign, or a vocalized word the vowel of which might be confused with the adjacent word if the two were written close, the sign  should be used between them. (b) *To* may be omitted and indicated by writing the following word close against the lower edge of the line; thus: to day, to knock, to sell, to hasten. This is called the Fourth Position. (c) Words beginning with *Lay* or *Ray* are not written in the fourth position.

WRITING EXERCISE

Omit "of the" and "to" when enclosed in parentheses. Write in the fourth position any word followed by a superior figure ⁴.

1 He represented a-New-York company which a-few months ago was buying buggies in-your city; but now he sells machinery (to) many⁴ large companies in New-York, New Jersey, and Pennsylvania. 2 You-and-I should take advantage (of the) low shipping rate on-the Erie. 3 He denied what-I-said of-you. 4 How does-he-pay his bills? 5 He always accommodates us by paying early in-the month. 6 Do-you deposit with-the Fifth Avenue Bank? 7 My deposits are small, but I-am paying as I go.







BUSINESS LETTER


Sir: I-wish (to) buy⁴ a-house on-the south side of Idaho Avenue, and-should like (to) know⁴ if-you have any house for sale in-your vicinity; also the cost. I-desire something for, say, eight thousand dollars, and-if-you have anything which-you think would suit me, I-hope-you-will so advise.


Respectfully-yours,




LESSON 13

LOOPS—SES-CIRCLE

86. *The Stch-Loop*.—(a) A small loop at the *beginning* of a consonant-stroke represents *st*; thus:  st-p, as in *step*;  st-t, as in *state*. (b) At the *END* of stroke it may represent *st*, as in *past*; or *zd*, as in *dazed*. (c) This small loop is named *Stch*, or the sound of *st* is joined with the name of the stroke to which the loop is joined; thus:  Stch-Bee;  Stch-Tee;  Bee-Stch or Beest;  Stch-Ar or Star.

87. *The Ster-Loop*.—(a) A large loop at the *end* of a consonant-stroke represents *str*; thus:  p-str, as in *poster*. (b) The large loop is named *Ster*. When com-

bined with the name of a stroke to make a name for the combination, the new word is accented on the first syllable; thus:  Bee'ster. (c) The Ster-loop is never used for *str* at the beginning of a word, as in *struck*.

88. The loops are used occasionally in the middle of a word; as in  destiny,  dentistry,  mastership.




89. *Ses-Circle*.—(a) A syllable composed of the sounds of two s's or two z's, or of s and z, with a vowel between them, as in *system*, *mazes*, *Cæsar*, is generally represented by a circle double the size of Iss. (b) The large circle may be called either Ses or Sez.

90. Ses may be joined to consonant-strokes just as Iss is.

91. The vowel or diphthong occurring between the consonants expressed by Ses may be written within the circle; thus:

 Cæsar,  sizer,  synopsis,  exhaust.




92. When the vowel *ë* occurs in a syllable expressed by Ses, it is not written, for it is heard in the name *Sës*; as in *possess*.

93. (a) *S* or *z* may be added to a loop or a large circle; thus:  p-sts, as in *posts*;  p-strs, as in *posters*;  p-ss-s, as in *possesses*. (b) These signs are named respectively *Peests*, *Pee'sters*, *Pee'ses-Iss*.





94. The Steh-loop or the Ses-circle at the *beginning* of a stroke is read first, just as Iss is.

95. At the *end* of a stroke, the loops and circles are read last.























96. (a) The *the*-tick may be joined to a loop thus:

 paste the,  guessed the. (b) It may also be added to Ses; thus:  possess the.




97. *Distinctions*.—Words which contain the same or similar consonant-sounds, but have different meanings, are distinguished in various ways. Note the following:

			
Emses ¹ , Misses,	Ems-Es ² , Mrs.	Dees ¹ -Es, decease,	Deeces ¹ . disease.

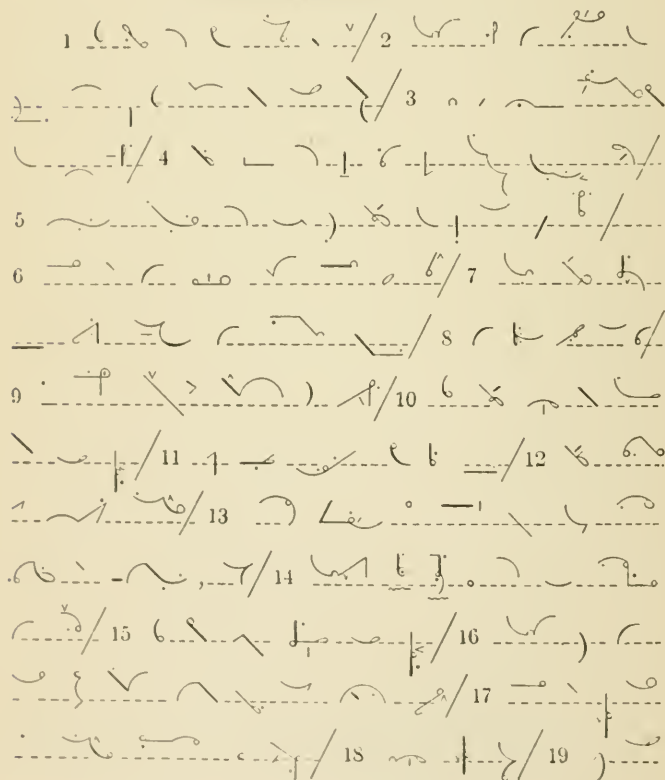
98. Ses is used as a phrase-sign for any two Iss word-signs occurring together. When so used, it is written in the position of the first of the two words in the phrase. Learn the following word-signs containing Iss, Steh, or Ses:

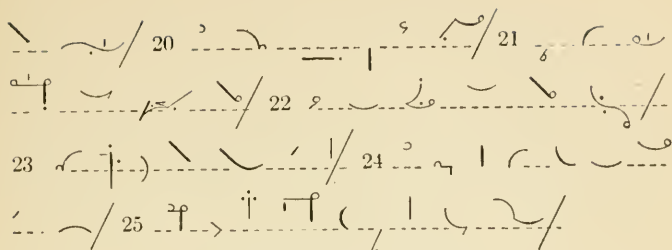
 Pees ¹ , possible-y, possibility	 Ens ¹ , influence
 Spee ² , expect-ed, expectation	 Enst ¹ , influenced, instant
 Spee ³ , special-ty	 Enses ¹ , influences, United States
 Bees ¹ , business	 Enst ² , next
 Iss-Bee ² , subject	 Steh ² , first
 Stee ³ , satisfy, satisfied, satisfactory	 Ses ¹ , is as, is his, his is, his has
 Kays ¹ , because	 Ses ² , as his, as is, as has, has his, has as
 Svec ² , several	 Ses-Ens ² , as soon as
 Thees ¹ , these	 Tueces ² , themselves, this is (or has)
 Thees ² , this	 Arses ³ , ourselves
 Thees ³ , those, thus	 Yayses ² , yourselves

99. *Derivatives*.—(a) The signs for *influenced*, *influences*, *themselves*, *ourselves*, *yourselves*, are formed in analogy with the principle stated in Paragraph 71.

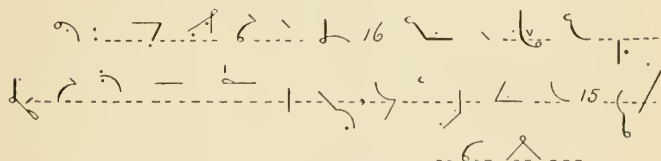
(b) When a word-sign does not contain the last consonant of the word it represents (the sign for *subject*, for example, does not contain *t*), a derivative-sign is generally formed by writing near the sign of the primitive the additional consonant of the derivative; thus:  subjected,  objector,  satisfactorily.

READING EXERCISE







BUSINESS LETTER













WRITING EXERCISE


1 We expect (to) do^a a-large business in-the United-States next summer. 2 On-what subject are-you (to) speak^a next Tuesday? 3 I-hope-you-will-be satisfied, because he-has given-you the best he had. 4 Several of-these cases came (to)day^a; has-the invoice come? 5 This will-do nicely, thank-you. 6 Those things have no influence here. 7 My buyer has just come back, and-thus I know he-thinks it-is unwise (to) buy^a your stock. 8 Jackson must be influenced (to) think^a of-those things as we-do. 9 Influences of-which-you have no idea are coming (to) assist^a us, and-may enlarge our business much beyond your expectation. 10 If-his first sale is-as large as-he expects it to-be, he-will ask for a higher salary. 11 Has-his bill for those boxes come? 12 This-is-the first time they, themselves, have come. 13 We, ourselves, have seen it. 14 Do it yourselves. 15 Mrs. Chester's influence will change all these things. 16 We shall go as-soon-as our business is satisfactorily disposed of. 17 Are-the Misses Dexter to-be in-the United-States this summer? 18 Do-you think his expectations will-be satisfied in-his new business? 19 His decease was due to a-new and-unusual disease. 20 We-have expected (to) discuss^a this business with-them.





full-length; thus: Pet or Ped, Bet or Bed, Ret or Red, Met, Med, or Emt, Emd; Net, Ned, or Ent, End; Let, Elt, Eld, Art, Ard; etc.

103. (a) Let , when standing alone, is always written upward, and is usually so written when joined to other strokes. (b) Eld  is always written downward.

104. *Reading and Vocalization of Half-Lengths.*—The reading and vocalization of halved letters should proceed as follows: 1. Read a halved letter, with the vowel or vowels beside it, precisely as though it were a full-length sign. 2. Add the sound denoted by halving. 3. Add the sound of the final circle or loop, if any; thus:  tau-t = taught,  fee-t = feet,  tauk-t = talked,  rek-t = wrecked,  too-ts,  mi-d-st.





































105. *Final rd.*—Final *rd* preceded by Em, Ef, Vee, or Lay, should be represented by Red, which can be more easily joined than Ard, especially in rapid writing; thus:  mired,  fired,  veered,  lard.

106. *Let for Eld.*—In a very few cases when Eld cannot be conveniently used, Let is employed for *ld*; as in  muzzled.

107. *Syllables -ted, -ded.*—The syllables *-ted* and *-ded* are usually written with Ted and Ded; thus:  - dart,  darted;  afford,  afforded.







108. *T distinguished from D.*—(a) When *t* and *d* would not be sufficiently distinguished if both were added to the same kind of line, *t* should not be added by halving, except to a light line; nor *d*, except to a heavy line. If, for instance, *bead* requires to be distinguished from *beat*, write Bed for the former and Bee-Tee for the latter. (b) With the aid of the context, these distinctions are seldom needed.

109. HALF-LENGTH WORD-SIGNS

 Pet³, hoped	 1tht¹, thought	 Ard¹, Lord, read
 Pet³, put	 Tuet¹, that	 Ard², heard
 Bet³, about	 Tuet², without	 Met¹, might
 Det³, doubt	 Est¹, astonish-ed, astonishment	 Med¹, immediate-ly
 Ket¹, quite	 Est², establish-ed, establishment	 Med², made
 Ked², could	 Zet¹, is it	 Semt¹, somewhat
 Sket³, exact-ed	 Zet², as it, has it	 Semt², sometime
 Ged¹, God	 Zed³, used	 Net¹, not
 Ged², good	 Isht¹, wished	 Net², nature
 Eft¹, if it	 Let², let	 End², under, hundred
 Eft², after	 Lets², let us	 Sent¹, is not
 Vet¹, of it	 Eld², world	 Sent², as not, has not

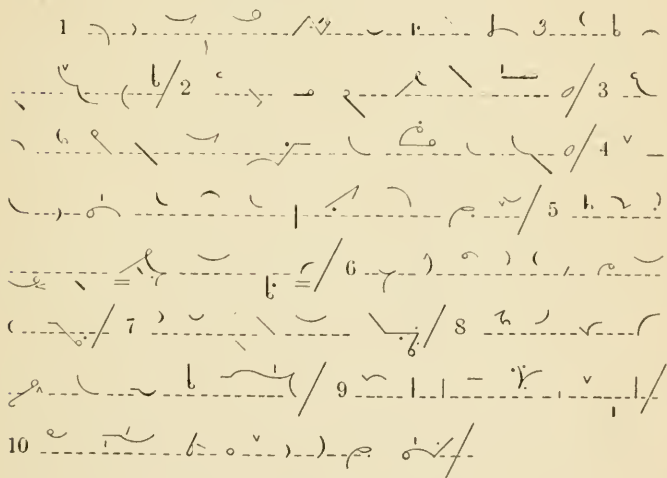
Remark 1.—*Put, about, doubt*, are written below the line to certainly distinguish them from similar signs written through the line.

Remark 2.—When all the consonants of a regular verb are expressed by a full-length word-sign, the past tense should be indicated by that word-sign made half length. For examples, see *wish, hope, use*, in Paragraphs 41 and 58, and the past tenses, *wished, hoped, used*, in the above list.

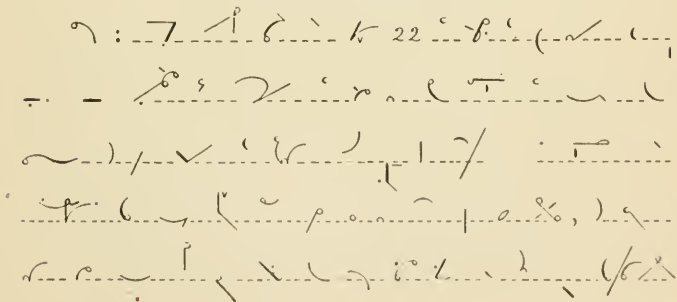
Remark 3.—Derivatives from the word-signs of the preceding list may be written in accordance with the principles of Paragraph 71. Thus, to the sign for *world* , add El  for *worldly*; El-Ens  for *worldliness*; to the sign for *nature* , add El  for *natural-ly*; El-Steh  for *naturalist*.

REMARK 4.—(a) The sign for *under* may be used as a prefix-sign, and joined to the remainder of the word when convenient; thus: $\underbrace{\text{—}}_{\text{—}}$ -understood, $\underbrace{\text{—}}_{\text{—}}$ undergo, $\underbrace{\text{—}}_{\text{—}}$ undertake. In such cases, its position is adapted to that of the remainder of the word. (b) All other word-signs, when used as prefix-signs or as parts of compounds, retain the position they have when written separately.

READING EXERCISE



BUSINESS LETTER



TEST WORDS

1 pit	14 jot	27 slight	40 deeds
2 apt	15 coat	28 slide	41 acts
3 bet	16 kite	29 styled	42 loads
4 bought	17 cute	30 sold	43 meets
5 boot	18 feat	31 concealed	44 needs
6 tight	19 vote	32 sort	45 swords
7 taught	20 oust	33 seemed	46 cents
8 dot	21 shout	34 consumed	47 saints
9 date	22 spot	35 send	48 seared
10 debt	23 soaked	36 sand	49 leads
11 chat	24 coats	37 sound	50 maids
12 cheat	25 scout	38 consent	
13 salt	26 lights	39 bids	

WRITING EXERCISE

1 They hoped they could establish-the date beyond all doubt.
 2 He thought he might have heard something about it if-it-were so.
 3 I-am quite certain he-could let-us do-so if-he wished. 4 With-
 out doubt, they could put-the establishment on a-paying basis
 immediately. 5 Is-it-not about time some good use was made of
 -that old note? 6 Sometimes the nature of-his business is such
 that-it keeps him away much (of the) time. 7 As-it-was-not easy
 for-him (to) pay^d cash, he-has given a-note for a-hundred dollars.
 8 Since he is-not ready now, we might come back for-him. 9 He
 has-not used his auto since it-was repaired. 10 He let them read-
 the astonishing news in-the *New-York World*.

BUSINESS LETTER

Sir: We-have just put on-the market a-new and-cheap storage
 battery designed for use in boat and auto lighting-systems. It-is
 somewhat on-the Edison type, but possesses several advantages that
 up (to) this^d time could-not-be had for-the same money.

If-you-wish (to) know^d, we-should-be happy (to) show^d you how
 easily this battery could-be installed and-how it reduces lighting
 costs.

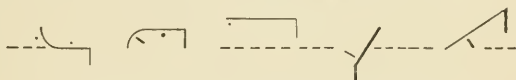
Our book, "Storage Battery Costs," gives-the details. You
 should send for-your copy (to)day^d.

Yours,

LESSON 15

THE HALVING PRINCIPLE—*Continued*

110. A half-length should not be joined to another stroke unless it can be *easily* distinguished; hence, write the following and similar words thus:



effect, locate, kicked, judged, roared

111. When it would not be allowable to join a half-length it is occasionally advantageous to lap it; thus:
 ↳ biped, ↳ dated, ↳ chit-chat, ↳ architect.




112. A vowel following *t* or *d* expressed by halving must be omitted or written before a following consonant stroke; thus:

(a) ↳ art(i)san, ↳ ant(i)cipate, ↳ ind(i)sposed,
 ↳ mod(e)st;










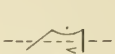

(b) ↳ lighten, ↳ martin, ↳ esteem.

113. The halving principle should *not* be used in the following cases:

1. When *t* or *d* immediately precedes a final vowel, or a vowel and final *s*; as in ↳ mighty, ↳ needy, ↳ notice.




2. In such words as  abed,  afoot,  alight, etc., to distinguish them from *bed*, *foot*, *light*, etc.

3. When *d* is final and is preceded by *l*, *r*, or *n*, preceded and followed by a vowel; as in

 hallowed,  allied,  solid,  rallied,  married,  borrowed,
 narrowed,  torrid,  moneyed,  renewed,  annoyed







Remark.—This secures a distinction between such words as *lied*, *allied*; *sold*, *solid*; *rolled*, *rallied*; *marred*, *married*; *barred*, *borrowed*; *tarred*, *torrid*; *tired*, *tirade*; *ruined*, *renewed*.

4. When *t* or *d* is preceded by two vowels, as in







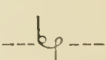



 dict,  poet,  duct.

Remark.—This secures a distinction between certain words of a single syllable, as *died*, *pet*, *debt*, and words of two syllables containing the same consonants.


5. When initial *r* is followed by final *t* or *d*; as in


 write,  rate,  root,  wrought,  reed,  road.

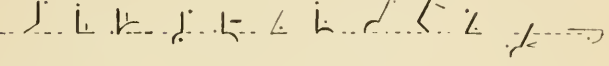
114. CONTRACTIONS CONTAINING HALF-LENGTHS


 acknowledged,  indiscriminate,  indiscrimination,
 indiscriminately,  interest,  interested,  disinterested,
 disinterestedness,  September,  heretofore.

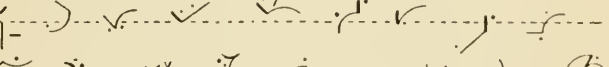
READING EXERCISE


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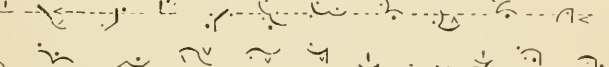
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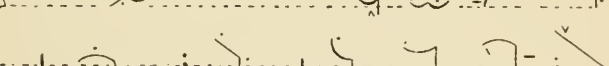
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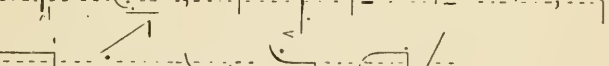
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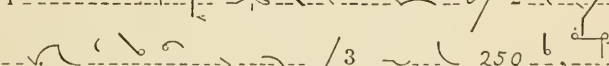
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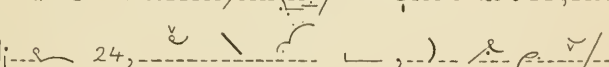
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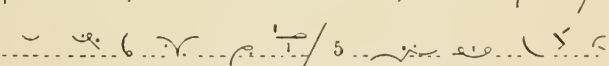
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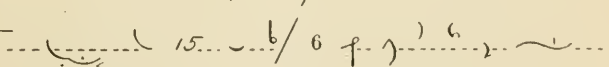
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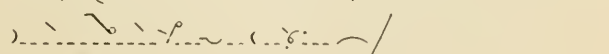
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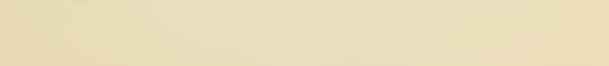
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TEST WORDS

1. paged	14. chipped	27. cottage	40. redound
2. abashed	15. checked	28. cotton	41. indebted
3. ballot	16. chimed	29. lately	42. indicate
4. beard	17. jogged	30. writing	43. awaited
5. beamed	18. jarred	31. antique	44. peeped
6. outbid	19. gemmed	32. nightly	45. evict
7. touched	20. kept	33. modify	46. duty
8. attached	21. aconite	34. midway	47. allude
9. toothed	22. gushed	35. fortnight	48. locate
10. dipped	23. fidget	36. ascendant	49. root
11. debate	24. badly	37. detect	50. uproot
12. dulled	25. bitter	38. acted	
13. adored	26. kettle	39. outlet	

WRITING EXERCISE

1. They acknowledged that better results could be got in a-retired spot. 2. The stock market rallied after it-was understood that-the same rates were to-be allowed common carriers as heretofore. 3. Indiscriminate buying caused a-rise in-the Stock Exchange early in September. 4. He borrowed-the necessary cash and-renewed his advertisement. 5. It-has just come (to) my⁴ notice that-the road is allied with outside interests. 6. His tirades tired his auditors. 7. Let-us unite for-the support (of the) needy in-this city. 8. They judged it wise to-locate-the road immediately. 9. His success is largely due to-the fact that-he anticipates-the needs of-his guests. 10. Your affected disinterestedness was-not understood heretofore, but it-is-now evident that it-is assumed. 11. It-is quite natural for him to-be still most (of the) time. 12. I-was in immediate need of 25 dollars and-hoped-you-might let me have-it, after reading my note, but-as you-could-not, I-borrowed it of Ed. 13. They-said that heretofore they had given (to) charity⁴ quite indiscriminately, but that now they-were much interested in what you-are-doing and-would-be advised by-you. 14. It-is acknowledged that-the interest should-be reduced, but will-the stock sell if-it-is?

LESSON 16

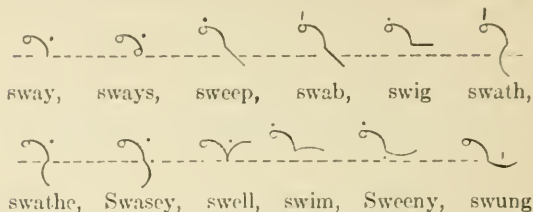
DIFFERENT WAYS OF EXPRESSING W AND Y

115. As the student has learned (Par. 50), *w* and *y*, like *s* and *z*, are provided with brief signs. These are generally more convenient for joining to other consonants than the strokes \backslash \swarrow . They are called, as a class, Brief Way and Yay. But for the sake of distinction, each has a name of its own. For *w*, they are c Wěh and o Wŭh. For *y*, they are u Yěh and a Yŭh. These signs, like *Iss*, cannot be vocalized.

116. Therefore, w Way is used for *w*, and y Yay for *y*, in the following cases:

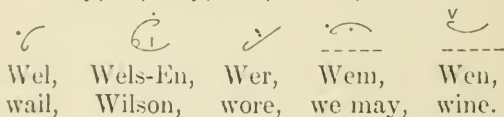
1. When *w* or *y* is the only consonant; as in w way, w woe, w woo, y yea, y yew.
2. When an initial vowel is followed by *w* or *y*; as in a awake, y oyer.
3. When the first consonant is *w* or *y* and the second is *s* or *z*; as in w ways, w waist, w wasp, y yes, y yeas, y ewes, y yeast.
4. When *w* or *y* is followed by two consecutive vowels; as in y Wyoming, y ewer.

5. When *sw* are the only consonants, or when they are followed by Iss, Pee, Bee, Gay, Ith, Thee Zee, Lay, Em, En or Ing; as in

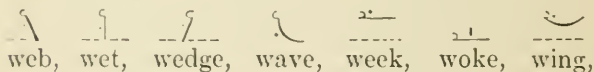


117. When *w* begins a word in other cases than those specified above, Brief Way should be used as follows:

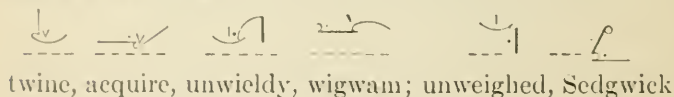
1. Joined as a hook (called the Way-hook) to Lay, El, Ray, Em, or En; thus:



2. Joined at an angle to all other strokes; thus:




118. The Way-hook, and Brief Way joined at an angle, may be used in the middle of a word; thus:



119. (a) Iss may be prefixed to the Way-hook and to Brief Way; thus: swore; sweet. (b) Iss is not prefixed to Wel, Wem or Wen.

120. (a) When *y* begins a word in other cases than those specified above, and is followed by any consonant except final *s* or *z*, Brief *Yay* is used and joined at an angle. (b) Either *Yeh* or *Yuh* may be used, according to convenience of joining; thus:



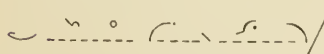



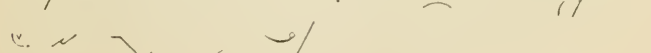

 yawn, Yale, Yates, yore, yoke, yellow, yarrow

121. WAY-HOOK WORD-SIGNS AND CONTRACTIONS

Well ¹ , while, we will	Wem ² , with him
Wel ² , well	Wen ¹ , when, we know
Wer ¹ , we are	Wen-Vee ² , whenever
Wer ² , where	Wen ² , one
Wer ² -Ef, wherefore	Went ¹ , want
Wer ² -Vee, wherever	Eft ² -Werd, afterward
Wer ³ , aware	Ef ² -Werd, forward
Werd ² , word	Retoid ¹ -Werd, onward
Wem ¹ , we may, with me, with my	Iss-Lays ² , as well as

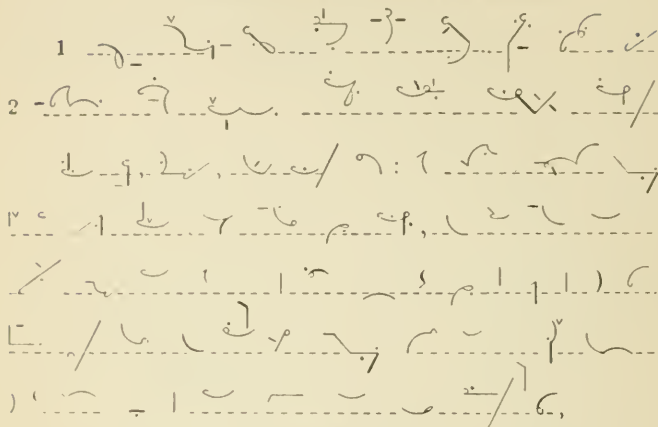
REMARK 1.—As it is desirable to have an easily-made outline for the phrase *as well as*, the hook of *well* is omitted in joining *as*.

READING EXERCISE

1  2 
 3 
 4  5 


BUSINESS LETTER

NOTE.—The first two lines are names of American cities.



TEST WORDS

- | | | | |
|------------|-------------|------------|------------|
| 1. wasted | 9. web | 17. wife | 25. quince |
| 2. await | 10. wood | 18. wash | 26. quarry |
| 3. awaited | 11. widow | 19. Oswego | 27. query |
| 4. Owosso | 12. wages | 20. wool | 28. swear |
| 5. wipe | 13. waxed | 21. winnow | 29. yacht |
| 6. wet | 14. wig | 22. queen | 30. yam |
| 7. sweat | 15. watched | 23. twenty | 31. eureka |
| 8. Swede | 16. switch | 24. quench | 32. yelp |

WRITING EXERCISE

1. We will send for the necessary texts immediately. 2. We want you to come forward when you are asked. 3. Let us push onward while the daylight lasts. 4. Are you aware that word has come for one of us (to) go with him? 5. Where did you go afterward? 6. You acknowledged that the money was given indiscriminately. 7. The disinterestedness (of the) witness is highly satisfactory to the committee. 8. Heretofore you have not charged interest when bills were paid in sixty days. 9. Such indiscrimination in paying for work is wrong. 10. Is it your idea to establish a hospital in Swissvale?

BUSINESS LETTERS

JAMES WILSON, Laramie, Wyo.

Sir: In-the hope of interesting you in a-book we-are about to issue on-the subject of cattle raising, we-are sending you a-synopsis of-it which-was written by Joseph Cooley, of whose knowledge (of the) subject and-ability in writing you-are well aware.

Should this synopsis interest-you, may we not expect to-receive your check for a-copy, to-be sent (to) you^d as-soon-as it-is ready?

Yours-respectfully,

NOTE.—Use the disjoined ticks for “ing the” and “ing a” (Paragraphs 82-83) when “ing” is preceded by a colon and followed by a hyphen; thus: improv:ing-the, tak:ing-a, buy:ing-and.

Sir:

Answering yours of May sixth, we say that-the regular wigwam style is-not a-good-one for those who desire (to) “go^d light,” as-it needs many poles (to) support^d it and-these add to-the weight. If-you intend (to) cut^d your poles as you-go along, well and-good, but it-is-not easy (to) get^d satisfactory ones with-out wast:ing-a long time looking for-them. So if-you wish (to) make^d time, we-advice that-you select a style that takes but one-pole.

Sir:

We-have disposed of-your Lackawanna Gas stock and-bought Wabash common up to-the limit set by-you in-yours of-Wednesday last. Awaiting your advice, we-are,

Yours-respectfully,

WALLACE WEED, Esq., Wales, Utah.

Sir:

We-have heard that-you-are anxious (to) acquire^d an-interest in-the old Sedgewick quarry. If-this-is-the case, we-should like (to) sec^d-you about-it, as we-are willing (to) sell^d a-little (of the) stock we-have in-that estate.

Sir:

The five desks you bought on-Wednesday went forward with-the one exchanged. As-you-are doubtless aware, these-things are billed at your risk, so we-advice that-you-refuse to-receive-them if in bad shape.









Respectfully-yours,



LESSON 17



DIFFERENT WAYS OF EXPRESSING W AND Y—

Continued

122. (a) When *w* occurs between two consonants and cannot be conveniently expressed by the Way-hook or Brief Way joined at an angle, it may be expressed by Brief Way written in place of the vowel which follows *w*. It then represents both *w* and the vowel. (b) When a dot-vowel follows, use Weh; and Wuh when a dash-vowel follows. (c) Make the Brief Way heavy or light according as the vowel is long or short; thus:

W AND A DOT-VOWEL:    
tweak, twill, dwell, quail,
   
quell, dissuade, dissuasive, quack.


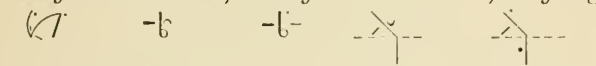
W AND A DASH-VOWEL:   
squat, quad, quote.



123. Brief Yay may be written in the vowel places to indicate *y* and the following vowel, the dot-vowels being indicated by Yeh and the dash-vowels by Yuh; thus:  lawyer,  unyoke.




124. Because the sound of *e* or *i* when followed by another vowel closely resembles the sound of *y* in a similar situation, both vowels may be represented by

Different Ways of Expressing *W* and *Y* 71

Brief Yay. The writing of a vowel is saved thereby. In such cases, Brief Yay is written according to the instruction in Paragraph 123. Hence, we may write:












 Arabya for Arabia, inferyor for inferior, thyology for

 theology, odyus for odious, opyate for opiate.

125. Whenever the junction would be convenient, it is allowable to join Brief Yay to represent a final *ya* or *yoo* sound; thus:  ammonia,  nephew.

126. It is sometimes convenient to represent *w* and a following *i*, occurring between two consonants, by a small right-angle sign; thus:  twice,  quiet,  likewise.

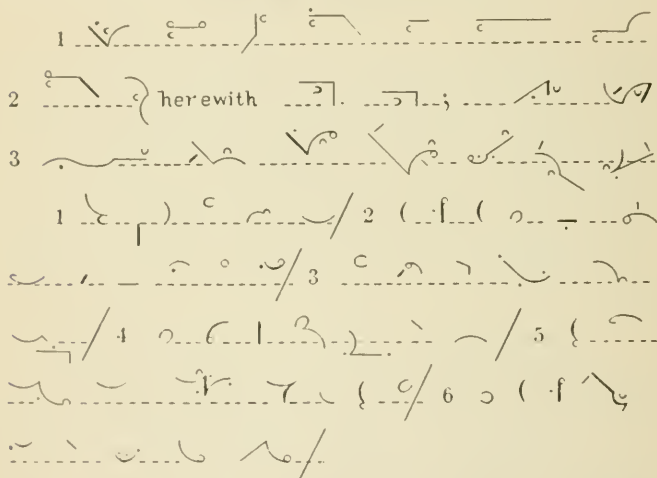
ENLARGED BRIEF WAY AND YAY

127. On the principle of representing two Iss word-signs (as *is as*) by Ses, the Brief Way and Yay signs may be doubled in size to express (a) two Brief Way word-signs, as *we were*, or (b) a Brief Yay and a Brief Way word-sign, as *you were*; thus:

<p> Way'weh¹, { we were, we would.</p>	<p> Wuh'wuh¹, { what we, what were, what with, what would.</p>
<p> Weh'weh¹, with what.</p>	
<p> Weh'weh², { were with, were what.</p>	<p> Wuh'wuh², { would we, would what.</p>
<p> Weh'yeh¹, with you.</p>	<p> Wuh'yuh¹, { what you, what yet.</p>
<p> Weh'yeh², { were you, were yet.</p>	<p> Wuh'yuh², { would you, would yet.</p>
<p>*  Yuh'wuh², you were, you would.</p>	

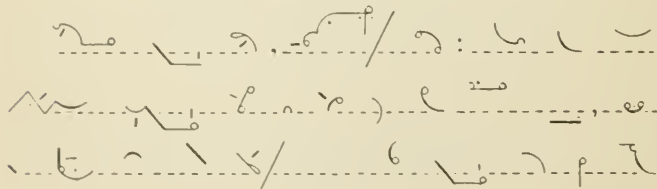
Remarks—(a) These signs should be shaped like a horseshoe. (b) The position of a sign is the same as that of the first word of the phrase it represents. (c) The signs representing two words beginning with *w* should be horizontal, and the opening should be in the same direction as that of the first word of the phrase when alone. (d) The signs for phrases in which the second word begins with *y* should incline in the direction of Ray or Chay. (e) The sign for *you were, you would* should be vertical, like the sign for *you*.

READING EXERCISE

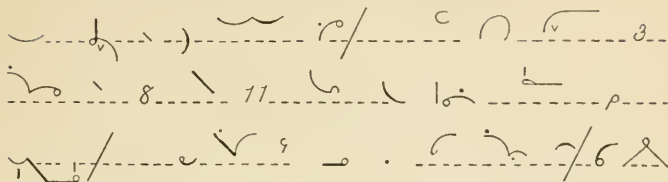


NOTE.—The suffix *with* is generally best represented by Ith joined to the preceding part of the word; as in *herewith* (Ac¹-Ith), *wherewith* (Wer²-Ith). Brief Way in the vowel place before Ith may usually be omitted. The Brief Way sign for *with* may be joined to the preceding part of the sign for *forthwith*.

BUSINESS LETTER



Different Ways of Expressing *W* and *Y* 73



TEST WORDS

- | | | | |
|--------------|---------------|-------------|---------------|
| 1. squeezed | 6. quilt | 11. folio | 16. Utah |
| 2. quizzed | 7. wherewith | 12. popular | 17. quietly |
| 3. equipped | 8. earthquake | 13. occupy | 18. quiescent |
| 4. acquitted | 9. mania | 14. furious | 19. twilight |
| 5. quickness | 10. odious | 15. usurp | 20. requite |

WRITING EXERCISE

1. We-were fortunate in not sailing on-the Lusitania on May 1st, as we-had expected to. 2. We-would go with-you if we-were invited. 3. With-what company do-you expect to-be connected? 4. If-he were-with them, he would-have said so. 5. If it were-what they say it-is, we-would buy it. 6. I-will go with-you. 7. Were-you in Chicago last Wednesday? 8. Some were-yet expecting-a raise in wages when-they-were lowered. 9. What-we want (to) know⁴ is, what-were they doing here? 10. He said he-was sick, and I-asked-him, With-what? 11. What-would she do with it? 12. Would-we-be-received? Would what-you-say interest them? 13. What-you did was right. 14. I know not what-yet to expect. 15. Would-you-be-willing (to) go⁴ with-me? 16. If-you-were satisfied, you-would-come with-me.

BUSINESS LETTER



Sir:

We-have received-yours of September 14th and-note with interest that-you-are to-be in New-York next month (to) buy⁴ stock for-your summer season. If-it-will-be of service (to) you⁴, you-may use our office for-the receipt of-your mail or anything else that-you wish. And-if-you see that-we-have anything that-you-are intending (to) buy⁴, we-shall-be happy (to) sell¹ it (to) you⁴ at a-special-rate.

Respectfully-yours,

LESSON 18

EMP OR EMB——ISH OR SHAY

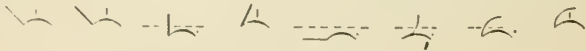
128 In certain words in which *mp* or *mb* occur together, it is desirable to express them by a single sign. This is done by widening, or shading, Em to indicate the addition of the sound of *p* or *b*; thus:  imp,  emboss.

129. This sign is called Emp when it represents *mp*; and Emb when it represents *mb*.

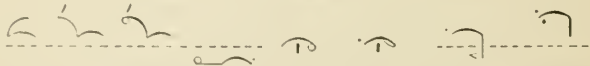
130. Emp or Emb is not halved to add *t* or *d* (unless modified by a final hook; see Paragraph 198), as it would conflict with Emd.

131. *Vocalization of Emp or Emb.*—A vowel written beside Emp or Emb should be read before or after *both* consonants, according as it is written above or below, as in the following examples:

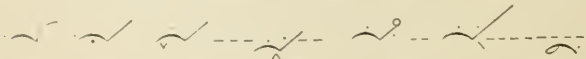
[EMP]



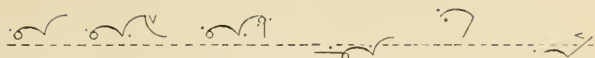
1. pump, bump, damp, jump, camp, shampoo, lamp, lump.



2. limp, romp, swamp, scamp, impose, imposed, impute, impede,



3. impel, impair, empire, empower, empress, emperor, stamp,

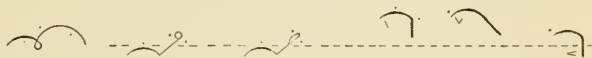


4. simple, simplify, simplicity, example, impeach, impure.

[EMB]



5. ambitious, ambush, bamboo, embalm, embassy, embargo,



6. embezzler, embarrass, embarrassed, embody, imbibe, imbued,



7. somebody, ambiguous, dumb-bells, lumbago, embosser.

132. Write in the position of the accented vowel and vocalize the following:

TEST WORDS

- | | | | |
|-------------|----------------|---------------|---------------|
| 1. impel | 6. gimp | 11. temporary | 16. ambiguity |
| 2. impish | 7. stamper | 12. tempest | 17. sample |
| 3. impolicy | 8. extemporize | 13. impale | 18. akimbo |
| 4. impulse | 9. skimp | 14. bamboozle | 19. stump |
| 5. impurity | 10. vamp | 15. bombast | 20. imposed |

133. The following are the

EMP WORD-SIGNS

Emp¹
important
importance

Emp²
improve-d
improvement
may be

Emps¹
impossible
impossibility

Empses¹, impossibilities

DIFFERENT DIRECTIONS OF THE STROKE FOR SH

134. It is sometimes convenient to write the stroke for *sh* upward. When so written it is called Shay.

135. (a) Shay is used for *sh* after Tee or Dee, as in
 tissue, dash, Swedish; and usually before
 or after Lay, as in

shawl, shallow, lash, polish.

(b) In most other cases, Ish is used for *sh*.

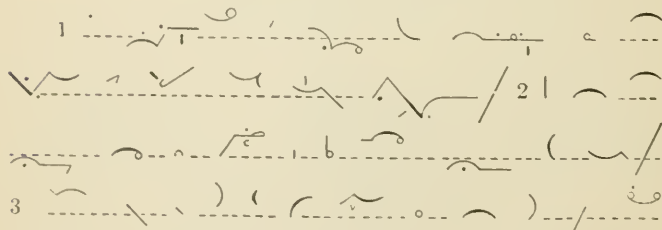
136. Write in the position of the accented vowel and vocalize the following:

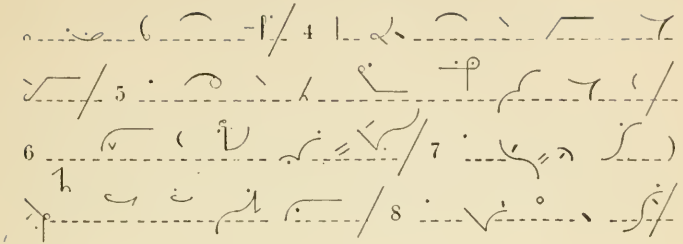
TEST WORDS

Write Shay, the upward stroke, when small capitals are used.

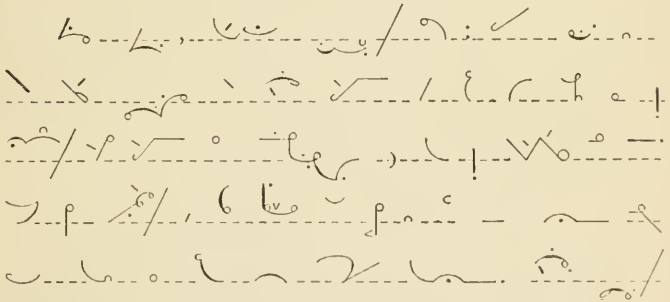
- | | | | | |
|----------|--------------|--------------|--------------|---------------|
| 1. ash | 7. Asia | 13. Jewish | 19. lashed | 25. swash |
| 2. show | 8. push | 14. vicious | 20. slash | 26. loutish |
| 3. shoe | 9. mush | 15. snell | 21. abolish | 27. yellowish |
| 4. pshaw | 10. rush | 16. Snellsey | 22. slashed | 28. reddish |
| 5. sash | 11. cautious | 17. shale | 23. slush | 29. fish |
| 6. wash | 12. nausea | 18. socially | 24. sweetish | 30. fishy |

READING EXERCISE





BUSINESS LETTER



WRITING EXERCISE

1. It-is highly important that those Swedish shawls be shipped (to) day⁴. 2. The importance of improv-ing-the sidewalks on-the west side (of the) lake is evident. 3. You-are empowered (to) make⁴ such improvements at-the swamp as will remove all-the im-purities. 4. It-may-be impossible (to) improve⁴-the machinery for emboss-ing-the metal lamps without importing somebody (to) do⁴ it.

BUSINESS LETTERS

PETER ALLISON,
Elyria, Ohio.

Sir: We-are sorry (to) say⁴ it-is now quite impossible for-us (to) make⁴-the improvements you desire. The slush and-mud on-the roads make teaming almost impossible, and-it may-be so

for quite a while. But as-soon-as-the roads are better, we-will push-the work forward rapidly.

Yours-respectfully,

Sir: It-is important that our pump should-be repaired without-delay, as-it-is impossible for-us to use it as-it-is. We-have-made this request of-you several times, and-we now notify-you that we-will move on-the first (of the) month if-the pump is-not repaired by-that-time.












LESSON 19

DIFFERENT WAYS OF EXPRESSING *h*

137. There are two ways of expressing *h*:

1. By Hay.
2. By a light dot, called Hëh.

138. Hay is used generally in the following cases:

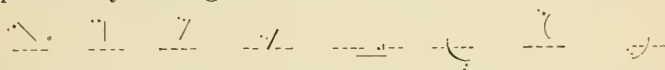
1. In words in which *h* is the only consonant, or the only one that can be conveniently represented by a stroke; as in  hay,  ah,  ahoy,  soho.
2. When *h* follows an initial or precedes a final vowel; as in  ahead,  Omaha.
3. For initial *h* preceding a consonant which is followed by a final vowel; as in  haughty.
4. When *s* follows initial *h*; as in  hiss,  hoist,  Hester,  hasten.

5. When *h* is followed by a straight-line consonant in the past tense of one-syllable verbs; as in



heaped, heated, hitched, hedged, hooked.

139 Except as stated in Paragraph 138, the sound of *h* before a simple-vowel or a diphthong is generally expressed by writing Heh before it; thus:



heap, heat, hitch, hedge, hook, halve, heath, hash,



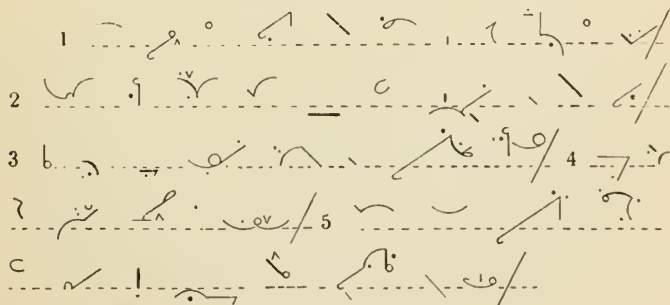
hail, hair, hem, hence, hung, whey, awhile, wheat,



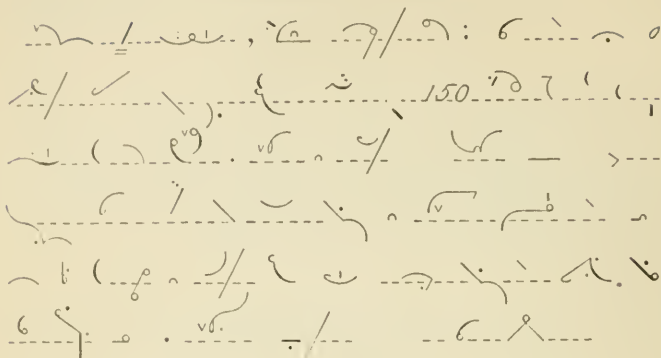
whip, whim, whine, whence.

REMARK.—As the learner gains experience in reading Phonography, he will generally find that he may safely omit the expression of *h* by Heh.

READING EXERCISE



BUSINESS LETTER



TEST WORDS

NOTE.—In this List and the following Exercise, an italic *H* or *h* indicates: Use the stroke, Hay. In other cases, "h" is to be expressed by the dot, Heh.

- | | | | | |
|-------------|--------------|------------|---------------|---------------|
| 1. hairy | 9. Havana | 17. hasp | 25. huffy | 33. hair |
| 2. hallow | 10. hog | 18. hamlet | 26. hoop | 34. hostage |
| 3. harass | 11. holiday | 19. hate | 27. hearth | 35. heroic |
| 4. harm | 12. honey | 20. horse | 28. headache | 36. herring |
| 5. hedgerow | 13. hoot | 21. herald | 29. hum | 37. hound |
| 6. healthy | 14. humility | 22. hawser | 30. bunch | 38. hilarious |
| 7. hearty | 15. hornet | 23. hanger | 31. hermit | 39. homestead |
| 8. hulk | 16. horrid | 24. handy | 32. horseshoe | 40. homicide |

WRITING EXERCISE

NOTE.—A correct outline is occasionally indicated by its name in brackets following the word.

1. We are *hurry*ing (to) make^t use (of the) old hotel [Tee-Lay] at Hudson as a *hosp*ital for the helpless victims (of the) wreck (of the) steamer Henry [En²-Ray] Hobson. 2. *Harry* Hitchcock is staying at Hartley Hall, *Harrison*, Idaho. 3. *Harvest*ing certainly [Iss-Ret²-En-El] is a-week ahead of last year. 4. Horse-races are to-be held at the *harvesters'* holiday fair. 5. *Harvey* heaped-the hay by-the hedge ready for loading. 6. We-wish you-would hire two teams of white horses for-us.

LESSON 20

USES OF LAY AND EL, AR AND RAY

140. Of the two directions for the stroke for *l*, the upward (Lay) is more frequently used. But in a few combinations it is more convenient to write the downward stroke (El).

141. *Rules for the Use of Lay and El.*—

LAY IS USED:

1. When *l* is the only *stroke-consonant* in the word; as in

ale, less, wall, yell, Sicily, slices.

2. In all other cases than those specified for the use of El.

EL IS USED:

1. When initial *l* is followed by Gay, En, Sen, Ing, Emp, or Emb; as in

log, lion, lens, lesson, lung, lump, lumbago.

2. After an initial vowel and followed by Kay, Em or any stroke named in the preceding paragraph; as in

elk, elm, Allegheny, Illinois, Allison, Olympia.



3. Generally, after Ef, Vee, or Ray, if no vowel follows *l*.








4. After Skay, En, or Ing, whether or not a vowel follows *l*; thus:



file, vowel, royal, schedule, nail, Nelly, wrongly.

142. Rules for the Use of Ar and Ray. -







RAY IS USED:

1. When *r* begins a word and is the only *stroke-consonant* in it; as  row,  race; and, generally, for initial *r*, unless followed by *m* or *sm*.
2. After an initial vowel, if *r* is followed by Tee, Dee, Chay, Jay, Ef, Vee, Ith, Thee, En, or Sen; as in





 artist,  arrayed,  arch,  urge,  earth,  erroneous,  arson.








3. Usually, before a final vowel or a vowel and final *s*; as  ferry,  chorus.

4. After Ith, Em, Ray, Kays, Gays, Efs, Vees, Ems, Ens, or Ings, whether or not there is a final vowel; thus:

 thorough,  Thayer,  mayor,  guesser,  officer,  nicer.

AR IS USED:

1. Usually, when *r* follows an initial vowel (except as stated above, in 2); thus:  air,  early.
2. When *r* is followed by *m* or *sm*; thus:  roam,  resume.
3. Generally, for final *r* (except as stated above, in 4); thus:

 pair,  char,  cower,  error,  assessor,  loser,  eraser.

OMISSION OF VOWELS

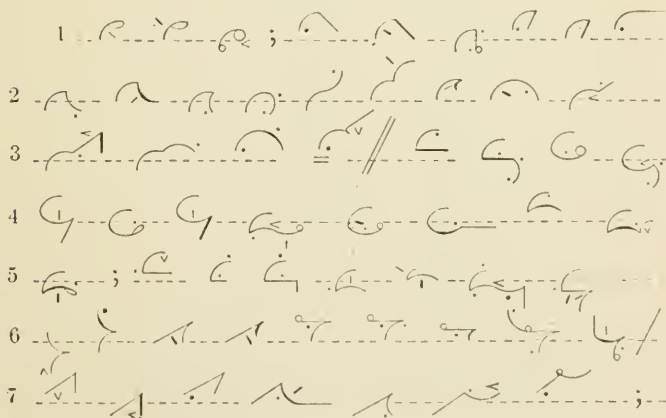
143. As the student continues his practice, he will discover that many outlines, particularly those of several strokes, can be read without complete vocalization and often without any vocalization at all. For the *position* of the outline is a guide to the accented vowel, showing whether it is first, second, or third-place; also, because of such rules as those for the use of Iss and Es, Lay and El, Ar and Ray, the outline itself generally indicates facts

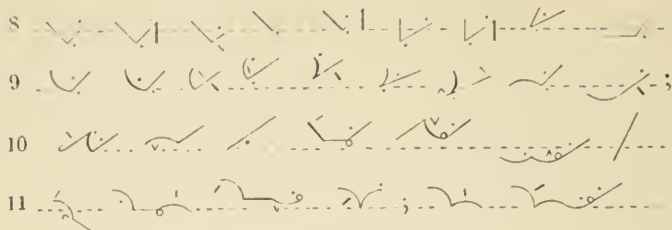
about any omitted vowels; and lastly, the *name* of the outline frequently suggests the word it represents.

144. It must not be assumed from this that vocalization is unimportant. On the contrary, in some cases, such as proper names and unfamiliar words, it is indispensable, and must, therefore, be mastered so thoroughly that any vowel can be correctly written *instantly* when necessary.

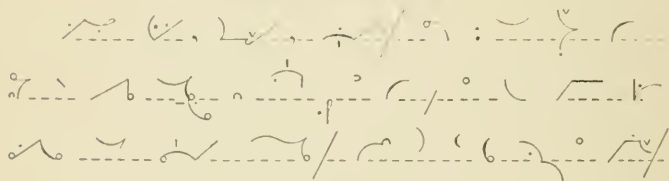
145. But, as a general rule, the writer should omit: (1) Initial vowels when the outline implies an initial vowel (see Paragraph 30, *b*). (2) Final, unaccented vowels, especially *ĭ*, when preceded by Lay, Ray, or any consonant which would be otherwise represented if it were not followed by a vowel (see Paragraphs 31, *b*, and 113, 1). (3) Vowels from outlines whose syllable-names make the required words, or closely resemble them; as from Kayses, for "cases;" Sens, for "sense;" Lay-Dee, for "lady;" Ray-Dee, for "ready."

READING EXERCISE





BUSINESS LETTER



TEST WORDS

1. elbow	14. arson	27. roaster	40. nameless
2. bowl	15. fowl	28. urge	41. castle
3. kneel	16. earnest	29. ridge	42. vessel
4. noiseless	17. resign	30. originate	43. puzzle
5. guzzle	18. vile	31. herb	44. dazzle
6. wrestle	19. valley	32. rob	45. assayer
7. horseless	20. sour	33. orbit	46. announcer
8. lounge	21. circus	34. mire	47. license
9. alimony	22. orifice	35. newer	48. yearly
10. cool	23. mouser	36. sorrow	49. wrongly
11. lunatic	24. roar	37. stair	50. answer
12. razor	25. counsel	38. story	
13. arrest	26. restore	39. senseless	

WRITING EXERCISE
















Sirs: The Royal Mail steamer "Empress of India" will sail for Sydney on-Wednesday, July 6th, as scheduled. As she-is equipped with wireless having-an unusually wide radius, you-will-be in-touch with-the United-States most (of the) time. If-you-are ready (to) engage^d your state-room, you-should-do-so without delay.

LESSON 21

INITIAL HOOKS




THE L-HOOK




146. (a) A *small* hook on the circle-side at the beginning of Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Thee, Ish, Zhay, or Yay indicates that the sound of *l* follows the sound of the stroke; thus:

							
pl,	bl,	tl,	dl,	chl,	jl,	kl,	gl,
NAMES: Pel,	Bel,	Tel,	Del,	Chel,	Jel,	Kel,	Gel,
							
fl,	vl,	thl,	thl,	shl,	zhl,	yl.	
Fel,	Vel,	Thel,	Thel,	Shel,	Zhel,	Yel.	

(b) Shel and Zhel are written upward. (c) They are used only when joined to another sign.

147. A *large* initial hook on Em, En, or Ray indicates that an *l* follows it; thus:

 ml,  nl,  rl (named Mel, Nel, Rel).

REMARK.—The large hook sufficiently distinguishes these signs from  wm,  wn,  wr (Wem, Wen, Wer).

148. *General Rule of Vocalization*.—A vowel written beside an *l*-hook sign is read before or after both con-

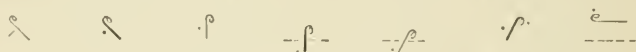
sonants (not *between* them), according as it is written before or after such sign; thus:



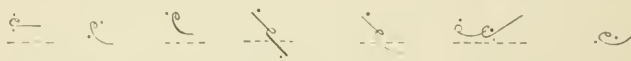
apple, play, huddle, eagle, glow, oval, evil, Ethel.

REMARK.—It is unnecessary to express the obscure vowel occurring between *l* and the preceding consonant in the last syllable of such words as *apple*, *huddle*, *eagle*, *oval*, *evil*, *Ethel*.

149. (a) Iss may be prefixed to an *l*-hook, and read before the stroke or any vowel beside it; thus:





supple, sable, settle, saddle, satchel, sagely, sickle,



sickly, safely, civil, peaceable, peaceful, sincerely, sanely.

(b) Iss is not prefixed to *c* Mel.

150. *Caution*.—In practical writing, Iss becomes a small loop when written within a hook; hence, *st* is not expressed by a *loop* in such words as *staple*, *stickle*, *stifle*, but by the stroke *Stee*; thus: 

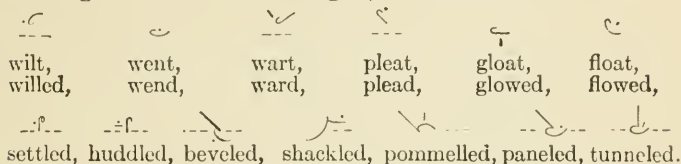
151. Although a loop is not written within an *l*-hook to express *st* or *str*, the Ses-circle may be used in the large *l*-hook on Ray; thus:  necessarily. In this instance, the shape of the letters between which Ses occurs causes it to become a loop.

152. *Imperfect Hook*.—Sometimes, when an *l*-hook sign is joined to a preceding stroke, the hook cannot be perfectly formed. In such cases, make the hook thus:

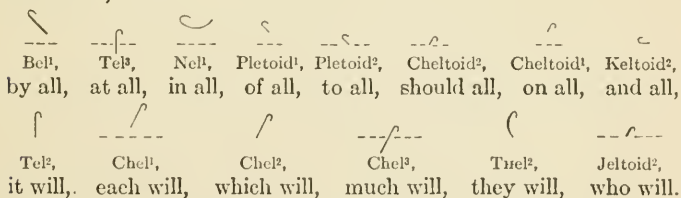


reply, scuffle, noble, label, explicit.

153. *Halving Hooked Signs*.—Either *t* or *d* may be added to ANY hooked full-length consonant-stroke by writing it half its usual length; thus:

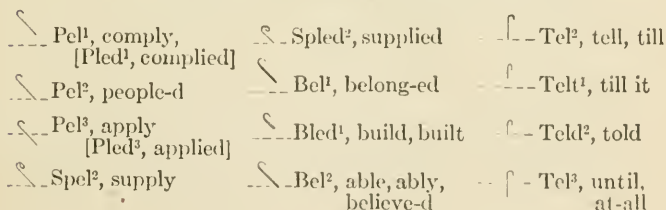


154. *Words Added by the L-Hook*.—"All" or "will" may be added by an *l*-hook to some of the simple-consonant and dash-vowel word-signs; also to the horizontal *and*-tick; thus:



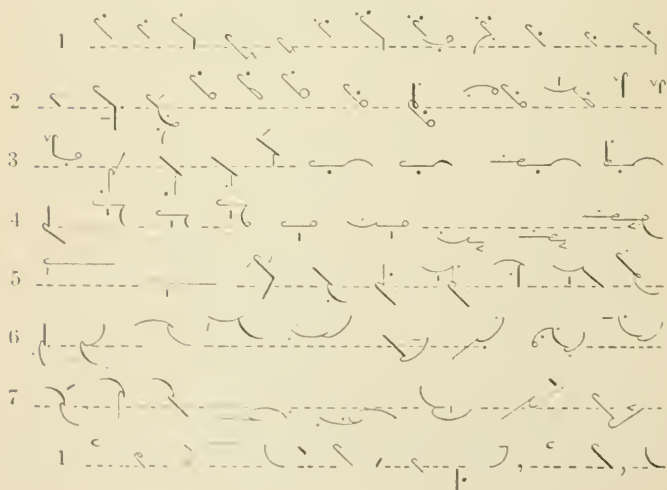
155. In addition to the foregoing, the student should now thoroughly memorize the following:

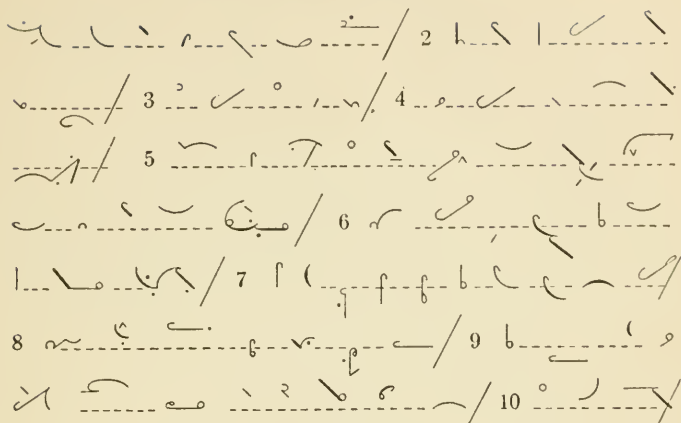
L-HOOK WORD-SIGNS AND CONTRACTIONS



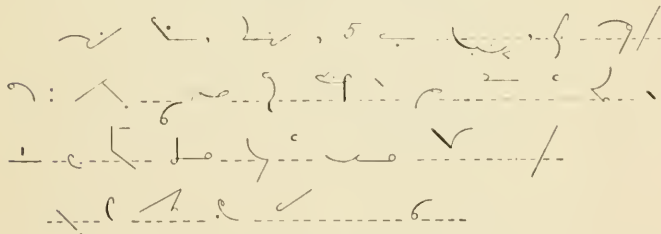
—f Tel ³ , until it	— Kay-Bel ² , capa- ble-y	— Rel ³ , rule-d
—f Telst ³ , at least	— Fel ¹ , feel, fill, fall, follow	— Rels ¹ , realizo
— Del ² , deliver-ed, delivery	— Feld ¹ , filled, followed	— Relst ¹ , realiz- ed
— Kel ¹ , call, equal, equally	— Fel ² , full-y	— Mel ¹ , million
— Keld ¹ , called, equalled	— Vel ³ , value [Vel ³ -Bel, valu- able]	— Nels ¹ , unless
— Kel ² , difficult, difficulty	— Veld ³ , valued	— Nel ² , only
— Kel ² -Kay, col- lect-ed	— Rel ¹ , real-ly, reality	— Nel ³ , annual- ly
— Kel ³ , calculate-d calculation	— Rel ² , relate-d, relation	— En ¹ -Shel, in- fluentia
— Skels ² , exclusive		— Yeld ¹ , yield-ed

READING EXERCISE





BUSINESS LETTER



TEST WORDS

- | | | | |
|-------------|---------------|----------------|--------------|
| 1. please | 10. idle | 19. complied | 28. split |
| 2. pleases | 11. bleach | 20. completely | 29. inclose |
| 3. cloth | 12. oblige | 21. flesh | 30. bushel |
| 4. clothing | 13. clip | 22. flight | 31. stable |
| 5. closed | 14. clutch | 23. flat | 32. youthful |
| 6. closeiy | 15. globe | 24. only | 33. local |
| 7. classed | 16. glad | 25. supply | 34. cheaply |
| 8. glow | 17. Blackwell | 26. safely | 35. buckle |
| 9. glazed | 18. Oklahoma | 27. cycle | 36. vaguely |

37. quickly	41. initial	45. namely	49. disclose
38. likely	42. uncle	46. reply	50. disclaim
39. thickly	43. final	47. sincerely	
40. lovely	44. tunnel	48. novel	

WRITING EXERCISE

1. Please send-us immediately on receipt of-this your complete list of surgical supplies. 2. They calculated that-the exclusive rights ought to-be valued at a-million dollars at-least. 3. The difficulty followed as-the result of wrong calculations. 4. You-should realize that it-was really without any relation to rule. 5. They-will yield when-they realize your many difficulties.

BUSINESS LETTER

FLOYD MITCHELL, Esq.,
Pleasant Place,
City.

Sir: As requested in-yours of recent-date, we-are mailing you samples of various labels which we-think would-be suitable for-your use. These labels, however, show only a-few (of the) many equally good styles to-be seen in-this-office. If-you-would call, we-should-be-glad (to) discuss¹ them with-you and-do all-that we could (to) suggest¹ a-satisfactory style of label for-your output.

Yours sincerely,





























LESSON 22

INITIAL HOOKS—*Continued*

THE R-HOOK





156. Signs to indicate the combination of *r* with a preceding Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ef, Vee, Ith, Thee, Ish, or Zhay are obtained by *turning over*

SIDEWISE the corresponding *l*-hook signs, except Shel and Zhel, which are turned over ENDWISE; thus:

							
pl,	bl,	tl,	dl,	chl,	jl,	kl,	gl,
							
pr,	br,	tr,	dr,	chr,	jt,	kr,	gr,
NAMES: Per,	Ber,	Ter,	Der,	Cher,	Jer,	Ker,	Ger,
							
fl,	vl,	thl,	tHl,	shl,	zhl.		
							
fr,	vr,	thr,	tur,	shr,	zhr.		
Fer,	Ver,	Ther,	Ther,	Sher,	Zher.		

157. Ar, Way, Es, Zee, do not take an initial hook; hence, Fer, Ver, Ther, THER, cannot be read as *rr*, *wr*, *sr*, *zr*.

158. Sher and Zher, having the hook at the *top* and being always written DOWNWARD, are readily distinguished from Shel and Zhel, which have the hook at the *bottom* and are always written UPWARD and joined to another sign.

159. *R* may be added to Em or En by a small initial hook, provided they are shaded in the middle; thus  Mer,  Ner. The shading sufficiently distinguishes them from  Wem,  Wen.

160. The *r*-hook is not written on Emp or Ing; hence Mer and Ner cannot be read as *mpr* and *ngr*.

161. *Vocalization*.—An *r*-hook sign is vocalized just as an *l*-hook sign is.

162. *Imperfect Hook*.—Occasionally, when an *r*-hook

sign is joined to a preceding stroke, the hook cannot be perfectly formed; in such cases make the hook thus:



drummer, decreed, checkered, armored.

163. Iss, Ses, or Steh may be written in the *r*-hook's place on *straight* strokes, at the beginning of a word, to prefix *s*, *ss*, or *st*; as in

NAMES: Sper,	Sber,	Ster,	Sder,	Sjer,	Sker,	Sger,

NAMES: Ses-Ter,	Steh-Per,	Steh-Ter,	Steh-Cher,	Steh-Ker,	Steh-Ger



164. *Caution.*—The *Ster*-loop is *never* prefixed to an *r*-hook sign. Hence, *strapper*, *striker*, *stretcher*, etc., are written , etc.

165. The *r*-hook signs preceded by Iss, Ses, or Steh, when spoken of as a class, are named respectively the *Sper*, *Ses-Per*, and *Steh-Per* signs.

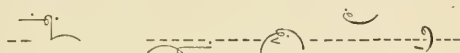
166. A *Sper* or *Ses-Per* sign may be joined to a preceding straight stroke of the same direction; thus:

NAMES: Pers-Per,	Pers-Pred,	Dees-Ter,	Kays-Kret,	Deeses-Ter

167. *Sker* or *Sger* may be joined to a preceding straight stroke in the direction of *Bee* or *Dee* thus: Bees-Ker, Dees-Ker.

168. Sper may be joined to a preceding Chay or Jay; thus: - cheese-press, - jasper.

169. When the hook cannot be easily implied by writing a circle in its place, Iss is written distinctly within the hook; thus:



extreme, massacre, Lucifer, sinner, soother
NAMES: Kays-Ter-Em, Ems-Ker, Lays-Fer, Sner, Iss-Ther

170. *R* may be omitted from *scribe* in *prescribe*, *proscribe*, *subscribe*, *transcribe*, *describe*, and from *scrip*—in their derivatives, *descriptive*, *subscription*, etc.; thus:



prescribe,



subscribe,



describe

171. *Words Added by the R-Hook.*—"Arc" or "our" may be added by an *r*-hook to some of the simple-consonant and dash-vowel word-signs; also to the horizontal *and*-tick; thus:







Cher², Ther², Jerdoid², Kretoid², Ber¹, Ter³, Ner³,
which are, they are, who are, and are; by our, at our, in our,

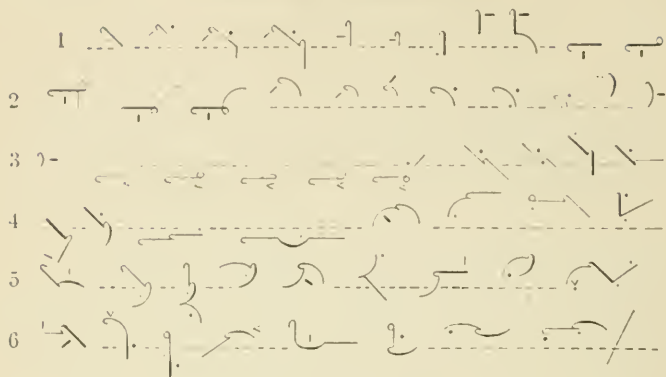


Bredoid¹, Pretoid¹, Pretoid², Chertoid², Chertoid¹, Kretoid².
all our, of our, to our, should our, on our, and our

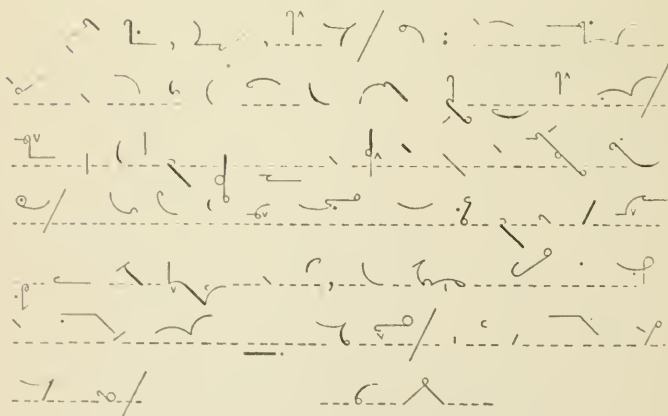
NOTE.—In *our*, Ner³, is written in the third position to distinguish it from *near*, which is in the first position.

172. "*Self*" and "*Selves*" Added.—*Self* may be added by Iss to the signs for "by our," "to our"; and *selves*, by Ses; thus:  by ourself,  to ourself,  by ourselves,  to ourselves.

READING EXERCISE



BUSINESS LETTER



TEST WORDS

- | | | | |
|------------|------------|-----------------|--------------|
| 1. price | 4. entry | 7. harbor | 10. extra |
| 2. preside | 5. tracing | 8. disagreeable | 11. pastry |
| 3. secrecy | 6. sapper | 9. depositor | 12. dishonor |

13. industry	23. profess	33. brother	43. triple
14. Detroit	24. oppress	34. profligate	44. try
15. cedar	25. street	35. preface	45. cry
16. Denver	26. trouble	36. straight	46. grow
17. pride	27. tracer	37. bring	47. fright
18. disagree	28. crude	38. traced	48. drug
19. trace	29. richer	39. cross	49. creep
20. trolley	30. graduate	40. teacher	50. grape
21. ledger	31. editor	41. daughter	
22. fabric	32. angry	42. negro	

WRITING EXERCISE

PALMER & KRUGER GROCERY Co.,
Troy, N. Y.

Sirs: You-may ship 2 barrels of sugar weekly until we give-you notice (to) stop⁴. Labor is cheaper now, and-Humphrey says the sooner we commence work on-the new ware-house the cheaper it-will-be for-us. We-shall push-the work vigorously and-try to-be in-shape for-the tinnerns and-plumbers by-the last Friday in-the month. Our drummers say we-may look for an-increase in-business, and-we-must be in-shape (to) handle⁴ it. We-hope soon to-be in-shape (to) do⁴ a-bigger business and-give quicker service.









Sincerely-yours,






LESSON 23

INITIAL HOOKS—*Continued*

173. In the preceding lessons, the use of *l*-hook and *r*-hook signs is confined to words in which the accented vowel precedes or follows both consonants. But to avoid long and inconvenient outlines, such signs may be used even when a clear, accented vowel occurs between the two consonants, as in *dark*, *term*, *engineer*. In these





cases, if the word is not sufficiently legible *without* vocalization, the vowel may be written so as to read between the consonants, by the following rule:


































174. *Special Rule of Vocalization*.—Vowels to be read between the *l*-hook or *r*-hook and the stroke to which the hook is attached, are written thus: Dot-vowels are represented by minute circles and written (1) *before* the stroke, if the vowel is long; as in  dark; (2) *after* the stroke, if the vowel is short; as in  term; (3) on *either side* of the stroke when the preceding rules (1 and 2) cannot be conveniently applied; as in  engineer,  paralyze. The dash-vowels are written through the stroke; thus:  course,  corrugate,  fool,  false. Angles and semicircles are written through the stroke; or, if more convenient, at the beginning (for first position) or at the end of the stroke (for third position); thus:

				
require	quality	guile	figure	procure

175. The student should *write the signs* of the outline-names for the derivative words enclosed in brackets, as well as the engraved signs for their primitives, in the following:

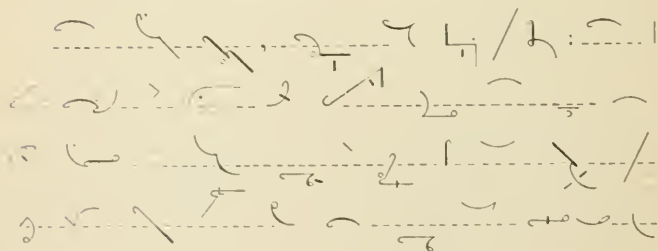
R-HOOK WORD-SIGNS AND CONTRACTIONS

 Per¹, appear [Pers¹, appears; Pret¹, appeared], proper, propriety [Em-Per¹, improper, impropriety].	 Per³, practice, practical-ly [Pers³, practices; Perst³, practiced; Per³-Ket, practicable].
 Per², principle-al.	 Spers¹, surprise [Sperst¹, surprised; Sperses¹, surprises].

 Spers ² , express [Sperst ² , expressed; Sperses ² , expresses].	 Ters ² -Ef, transfer-red.
 Spers ³ , suppress [Sperst ³ , suppressed; Sperses ³ , suppresses].	 Ster ² -Ard, extraordinary.
 Pret ¹ , particular-ly.	 Der ¹ , doctor.
 Pret ² , opportunity, pretty.	 Der ² , dear, direct-ed ly [Der ² -Ter, director].
 Spret ¹ , spirit.	 Der ³ , during.
 Per ¹ -Pee, property.	 Sder ² , consider [Sdred ¹ , considered].
 Per ² -Bee, probable-y, probability.	 Dec ² -Jer, danger [Dec ² -Jers, dangerous].
 Per ² -Dec, product.	 Dees ³ -Ter, administer [Dees ³ -Tred, administered].
 Per ¹ -Emt, prompt-ed.	 Cher ¹ , cheer [Cherd ¹ , cheered].
 Per ² -Met, permit-ted.	 Jer ³ , larger, jury, junior.
 Per ³ -Met, promote-d.	 Ker ¹ , correct-ed-ness [Kers ¹ , corrects].
 Ber ² , member, remember [Ber ² :Dec, remembered].	 Ker ² , care [Kers ² , cares; Kred ² , cared].
 Ber ³ , number [Ber ³ :Dec, numbered].	 Ker ³ , car, cure [Kers ³ , curious; Kred ³ , cured].
 Ter ² , truth.	 Kred ¹ , according-ly.
 Tred ² , toward [Treds ² , towards].	 Skret ³ , secured, security.
 Ters ² -Gays, transgress.	 Ker ² -Kay, character [Ker ² -Kayst, characteristic; Ker ² -Kays, characterize].
	 Kay ² -Mer, commercial.

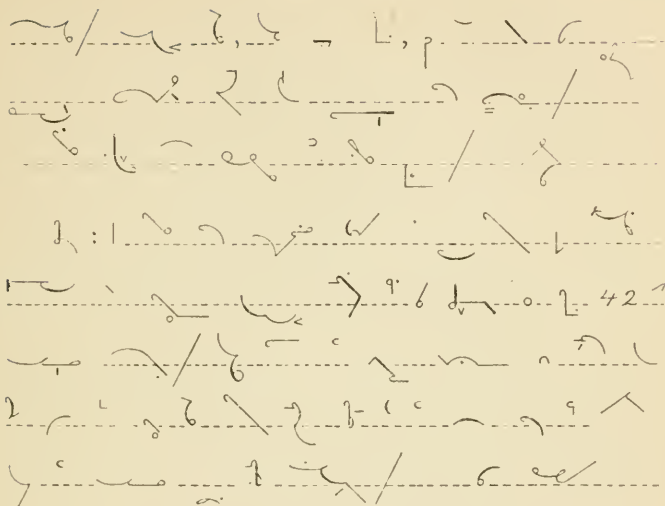
- Gret², great [Gret²-Ray, greater; Gret²-Lay, greatly; Gretst², greatest].
- 2 Fer¹, form-ed [Fer¹-Ar, former-ly; Fer¹-Lay, formal; Fer¹-Let, formality; con-dot: Fer¹, conform-ed; Dee¹-Fer, deform-ed; Ray¹-Fer, reform-ed; En-Fer¹, inform-ed; En-Fer³, uniform-ity; Plet²-Fer, platform; Per²-Fer, perform-ed-ance; Ters²-Fer, transform-ed].
- 2 Fer², from.
- 2 Ver¹, over [Ver¹-Kay, overcome].
- 2 Ver², very, every [Ver²-Ing, everything; Ver²-Ar, everywhere].
- 2 Ver³, favor-ed [Ver³-Bee, favorable-y].
- 2 Ther², through [Thret², throughout].
- 2 Ther¹, either.
- 2 Ther², their, they are, there [Ther²-Ef, therefor-e].
- 2 Ther³, other.
- 2 Sher², sure.
- 2 Sher³, share [Sherd³, shared].
- 2 Zher², pleasure [Dees²-Zher, displeasure].
- 2 Mer¹, Mr., remark-ed [Mer-Bel², remarkable-y], mere [Mer¹-Lay, merely].
- 2 Mer², more [Mer²-Ver, moreover].
- 2 Ner¹, near [Nerst¹, nearest; Ner¹-Ar, nearer; Nerd¹, neared], nor.
- 2 Ner², manner.
- 2 Ner³, owner, in our.
- 2 Nerd¹, in order.
- 2 Ner¹-Ged, in regard.
- 2 Ner-Pel¹, in reply.
- 2 Ner-Spec², in respect.

BUSINESS LETTERS



Initial Hooks

99



WRITING EXERCISE

Dear Sir:

Replying (to) your^d favor of Thursday last, we refer-you to Mr. Andrew Baker, 14 Liberty Street, New-York-City, who makes what-we consider to-be-the best fixing tank on-the market.

Regular film stock comes in one hundred, two hundred, and four hundred-foot rolls. Should-you require-the odd lengths you speak of, we-will patch it (to) make^d any length required, at an-extra cost of 15 cents a patch.

Sincerely-yours,

Dear Sirs:

Will-you please give-me some formulas for-the fixing of films? At-present I-am using-the regular Anseo fixing bath, but believe that-they advise something else for moving pictures.

Also please tell me what style of boxes should-be used, and-how-the films should-be handled while-drying.

























Sincerely-yours,

LESSON 24

INITIAL HOOKS—*Continued*



LER AND REL HOOKS






176. It is occasionally advantageous to enlarge a small *l*-hook to add the sound of *r*, and an *r*-hook to add the sound of *l*; thus:




										
Pler,	Bler,	Tler,	Dler,	Chler,	Jler,	Kler,	Gler,	Fler,	Vler,	Shler,
										
Prel,	Brel,	Trel,	Drel,	Chrel,	Jrel,	Krel	Grel	Frel,	Vrel,	Shrel,
										
Merl,	Nerl.									



177. This principle is not employed to add *r* to *Mel*, *Nel*, *Rel*, for the hooks of these signs are already large and it would not be advantageous to make them still larger.







178. *Names.*—(a) The enlarged *l*-hook is called the *Ler*-hook; and the enlarged *r*-hook, the *Rel*-hook. (b) When spoken of as a series, they are named the *Pler* and *Prel* signs.

179. *Vocalization of Pler and Prel Signs.*—(a) A vowel written before a *Pler* or *Prel* sign is read first; thus:  abler,  April; (b) but if written after such sign, it is read *before* the *l* or *r* added by the enlargement. In other words, the *l* or *r* sound is read last; thus:





				
blare,	floor,	clear,	color	ocular.

180. (a) *S* may be prefixed to a Pler or Prel sign by writing Iss within the hook; thus:  scholar,  pastoral. (b) Iss at the end of such signs is read last; thus:  trials.

181. "*Our*" *Added*.—Enlarging the hook of the signs for *by all*, *at all*, adds *our*; thus:  by all our;  at all our.

182. "*All*," "*Will*" *Added*.—Enlarging the hook of a few full-length *r*-hook word-signs adds *all* or *will*; thus:  from all,  over all,  through all,  during all,  they are all, there will,  nor will.

183. PREL-HOOK WORD-SIGNS

   
preliminary, parallel-ed, parliament-ary, truly, surely

THE IN-HOOK

184. *Prefixes "In," "En," "Un."*—Where necessary to avoid turning Iss on the under side of En or changing the usual form for the remainder of the word, the prefix syllables *in*, *en*, *un*, followed by *s*, are expressed by a small back hook, thus:

insuperable, instruct, inscribe, insult, insoluble, incivility, enslave,

unstrung, unscrupulous, unsociable, unsurmised, unseemly, unsettle.

185. This hook is called the In-hook, or simply In.

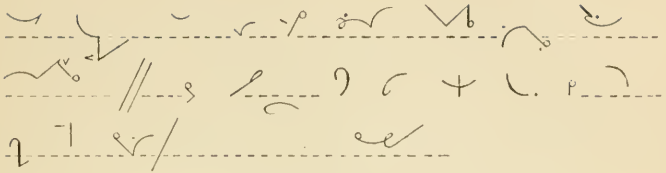
186. In phrase-writing, the In-hook may be used for the word "in" when En¹ cannot be conveniently employed; thus:

$\frac{a}{-}$ $\frac{b}{-}$ $\frac{c}{-}$ $\frac{d}{-}$ $\frac{e}{-}$

REMARK.—When so used, the In-hook follows the position of the *second* word of the phrase. See Paragraph 52.

BUSINESS LETTER.

Handwritten musical notation on a five-line staff, featuring various notes, rests, and bar lines. The notation is written in a cursive, handwritten style.



TEST WORDS

1. Colorado	9. industrial	17. peddler	25. unsuppressed
2. Florida	10. circular	18. burglar	26. unceremonious
3. Charles	11. clear	19. editorial	
4. mineral	12. color	20. trial	27. unsaddle
5. declare	13. scholar	21. hydraulic	28. unstrap
6. chloroform	14. clerk	22. corporal	29. inspire
7. inaugural	15. chloride	23. insecure	30. unscrew
8. patrol	16. dichloride	24. insomnia	

WRITING EXERCISE

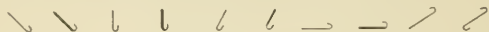
1. At-the preliminary trials, it-was clearly evident that parallel courses would surely be-the most satisfactory. 2. A-knowledge of parliamentary procedure is essential to-all who desire (to) participate⁴ in debate. 3. The large initial hooks are not-only invaluable in-the writing of separate words,such as April, Colorado, Florida, et cetera, but they greatly increase-the phrasing power [Pec³-Ray] (of the) system, as may-be seen in-such phrases as *they-are-all*, *by-all-our*, *from-all*, *there-will*. 4. The use made of-these large initial hooks is inseparably a-part (of the) Graham system, in-fact peculiar (to) it⁴, and-gives it an-ineestimable advantage over-all others in-that regard. 5. The pupil should also notice that-the use (of the) *In*-hook does away with-what otherwise would-be very awkward forms. 6. And-at-the same time in-some scores of cases, it permits-the easy phrasing of words that naturally occur together.

LESSON 25

FINAL HOOKS

THE F OR V HOOK

187. A small final hook on the circle-side of any straight consonant-stroke adds *f* or *v*; thus:



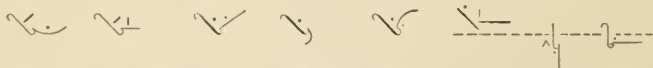
NAMES: Pef, Bef, Tef, Def, Chef, Jef, Kef, Gef, Ref, Hef.

188. The signs with an *f*-hook, when spoken of as a class, are called the F-hook signs, notwithstanding the hook also represents the sound of *v*.

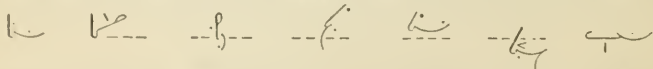
189. *Vocalization*.—(a) An *f*-hook is read *after* a vowel following the stroke, as in ∖ puff, ∖ heave. (b) Hence, a *stroke-sign* must be used for *f* or *v* preceding a final vowel; as in ∖ puffy, ∖ heavy.

190. *T* or *d*, added to a final-hook sign by halving, is read *after* the sound represented by the hook; thus: ∖ tuft, ∖ craved.

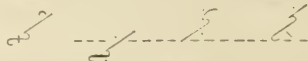
191. The *f*-hook may be used in the middle of a word when more convenient than a stroke; thus:




profane, provoked, braver, bravest, bravely, befog, outfit, traffic,



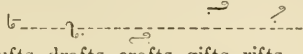
deafen, divorced, steadfast, chiefly, chieftain, juvenile, cloven,




























curvature, grafter, reveled, hovered.


192. (a) *S* or *z* may be added to an *f*-hook by Iss written within the hook; thus:  pfs. (b) Neither *Ses*, *Steh*, nor *Ster* can be added to the *f*-hook.



193. When added to a final hook on a half-length stroke, Iss is read *after* the *t* or *d* added by halving; thus:


tufts, drafts, crafts, gifts, rifts.

194. *Words Added by the F-Hook.*—"Have," "of," or "ever" may be added by an *f*-hook to a few full-length straight-line word-signs and to the dash-vowel word-signs; "ful-ly," to the signs for *hope*, *truth*, *care*, *awe*; and "of," to the horizontal *and*-tick; thus:



















 Befl¹: 'ing'  Blef²,  Telf²,  Chef²,  Bestoid¹,  Pestoid¹: 'ing',
by having, able (to) have, it will have, which have, all have, of having,
 Pestoid²,  Teftoid¹,  Teftoid²,  Chestoid¹: 'ing',  Jelfoid²,  Blef¹,  Tef³,
to have, I have, but have, on having, who have; by all of, out of,
 Chef¹,  Werf¹,  Werf²,  Werf³,  Bestoid¹,  Keftoid²,  Chef²
each of, we are of, whereof, aware of, all of, and of; whichever,
 Jelfoid²,  Pef³,  Tref³,  Kref²,  Defstoid¹.
whoever; hopeful-ly, truthful-ly, careful-ly, awful-ly.

REMARK.—Some reporters write  Tetoid¹ for "I." To this sign, *have* is added by the *f*-hook.

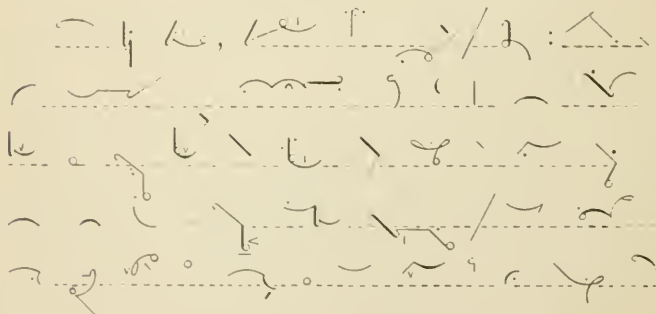
195. "Of" may be added by an *f*-hook to any full-length straight consonant at the end of a word; but such use should be restricted to common phrases in which the word following *of* can be joined conveniently to the hook; thus:  State of New York;  receipt of cash.

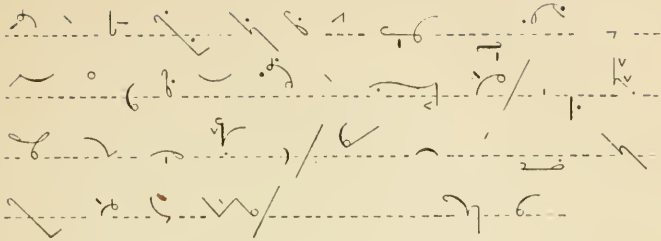
196. "Have" may be added to the sign for *they* by a hook like an unclosed Ster-loop; thus: 6 they have.

197. F-HOOK WORD-SIGNS AND CONTRACTIONS

 Pref ¹ , perfect [Pref ¹ -Ket, perfected].	 Telf ² , twelve-th.
 Pref ² , proof, prove, professor.	 Def ² , differ-ed-ent-ence.
 Pref ³ , approve-al.	 Def ³ , advance-d.
 Preft ¹ , profit-ed, prophet.	 Def ² -Pee, develop-ment. [Def ² -Pet, developed].
 Preft ³ , approved.	 Klef-Ray ¹ , California.
 Bef ² , before.	 Gef ² , gave, govern-ed-ment [Gef ² -Ray, governor].
 Bce ² -Vee, above.	 Ar ² -Spes, irrespective-ly.
 Blef ² , belief [Blef ² -Ray, believer].	 Ray ² -Spes, respective-ly.
 Tef ² , whatever.	 En ² -Gef, neglectful-ly.

BUSINESS LETTER





TEST WORDS

1. driver	11. defiance	21. graft	31. craven
2. serve	12. cave	22. gruff	32. engrave
3. chief	13. erave	23. gruffest	33. engraver
4. rival	14. cleave	24. rough	34. photograph
5. stiff	15. clover	25. roughest	35. photographer
6. bluff	16. discoverer	26. behave	36. photography
7. stove	17. grave	27. behavior	37. biographic
8. deaf	18. glove	28. heaviest	38. Vitagraph
9. defy	19. grove	29. defend	39. mimeograph
10. defense	20. groove	30. defied	40. phonograph

WRITING EXERCISE

1. They gave perfect proof that-he had profited before-the development (of the) California outfit was approved. 2. Irrespective of-our belief that-he-is neglectful of-his duties, we-have no criticism to advance. 3. Whatever difference it makes will-be discovered before-the twelfth. 4. The Governor of California and-his party advanced (to) their^d respective places (to) witness^d the review.

BUSINESS LETTER

Dear-Sir: I-have-had so much trouble with-the stove that-you recently set up in-my library that I-fear it-will-have to come out. So, I-would [Tetoid¹-Wuh] like to-have you look at it once more on Thursday or Friday, whichever you prefer. If-the drafts are free, I-fail [Petoid-Fel²] (to) see^d why it-should smoke so awfully. Until you-come, I am,

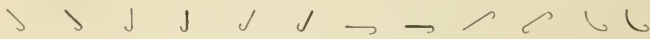
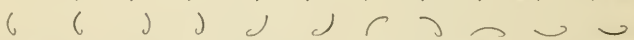
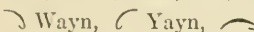
Hopefully yours,

LESSON 26

FINAL HOOKS—*Continued*

THE N-HOOK


198. A small final hook on any *straight* consonant-stroke, (a) on the side opposite that for the *f*-hook, and (b) on the inside of any curved consonant-stroke, adds *n*; thus:


 Pen, Ben, Ten, Den, Chen, Jen, Ken, Gen, Ren, Hen, Fen, Ven,

 Then, Then, Esen, Zen, Shen, Zhen, Len, Arn, Men, Nen, Ingen,

 Wayn, Yayn, Empen.

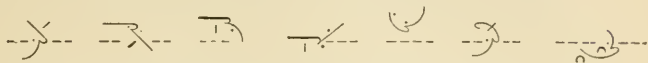
199. The signs with the *n*-hook, when spoken of as a class, are called the N-hook signs.

200. *Vocalization*.—(a) An *n*-hook is read *after* a vowel following the stroke; as in ㄣ fun. (b) Hence, the En-stroke must be used before a final vowel; as in ㄣ--funny.

201. *Final N*.—(a) The *n*-hook is used to express FINAL *n*, except when two *distinctly-heard* vowels precede it, as in ㄣ lion, ㄣ ruin. (b) But when preceded by two vowels which may be expressed by Brief Yay in the vowel-place, the hook should be used; thus:


 carrion, ruffian, Unitarian, Napoleon,

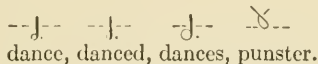
202. The *n*-hook may be used in the middle of a word when it is more convenient than a stroke; thus:




punish, canopy, gunner, gunnery, finish, furnish, Unionist.



REMARK.—It is sometimes convenient to write Est upward.



203. A final *s*, *ss*, *st*, or *str* sound may be added to *straight-line n*-hook signs by writing *Iss*, *Ses*, *Steh*, or *Ster* in the *n*-hook's place; thus:



204. *Names*.—(a) The small circle in the *n*-hook's place is called the *Ens*-circle; the large circle, the *Enses*-circle; the small loop, the *Enst*-loop; the large loop, the *Enster*-loop. (b) The signs formed by the attachment of these circles and loops are named *Pens*, *Penses*, *Penst*, *Penster*—*Plens*, etc., *Prens*, etc.

205. *S* or *z* may be added to the *Enster*-loop by a small circle turned on the opposite side of the stroke; thus:  *punsters*.


206. *Caution*.—The *Ens*- and *Enses*-circles cannot be used between straight strokes; for,  is *Pees-Kay*, *not Pens-Kay*; and  is *Deeses-Ter*, *not Denses-Tee*.

207. The tick for *the* may be joined to the *Ens*-circle or the *Enst*-loop; thus:  opens *the*,  against *the*.

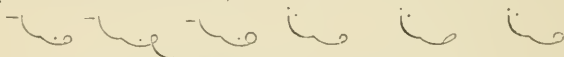
208. It is sometimes more convenient, when a stroke follows, to write the circle distinctly within the hook; thus:



kinsman, gainsaid, ransack, rinser, lonesome.

209. (a) *S* or *z* may be added to an *n*-hook on a curve by writing *Iss* within the hook; thus:  fns. (b) Neither *Ses*, *Steh*, nor *Ster* is ever added to the *n*-hook on a curve.

210. *Final ns*.—A final *ns* sound, preceded by a curved consonant, is usually represented by *Ens*, instead of the *n*-hook and *Iss*, especially when derivative words require the *En*-stroke; as in





















offense, offensive, offenses, convince, convinced, convinces.

NOTE.—(a) The following are nearly all the words written in accordance with this principle: Fence, offense, evince, convince, lance, lense, (El-Ens), mince, immense, announce, enhance, pronounce, denounce, romance, renounce, assurance (Sher-Ens), affirmance (Fer-Em-Ens), penance (Pen-Ens), finance (Fen-Ens), 'annoyance, 'allowance, 'alliance (Lay-Ens), 'conveyance, 'affluence. (b) The words just given which are preceded by a point (·) require the *n* of the final syllable to be represented by a stroke, because the derivatives from them require a stroke; and also to express better the two consecutive vowels.

211. N-HOOK WORD-SIGNS

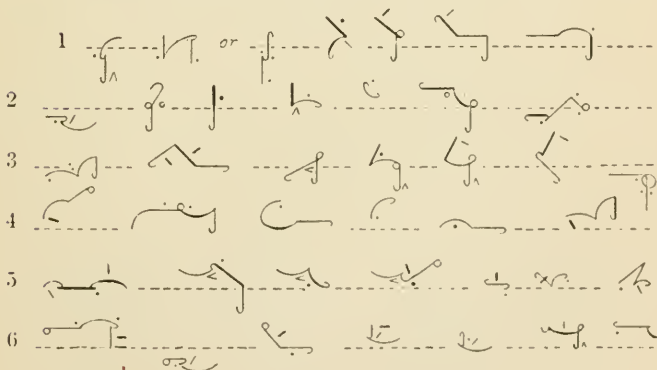
(First List)

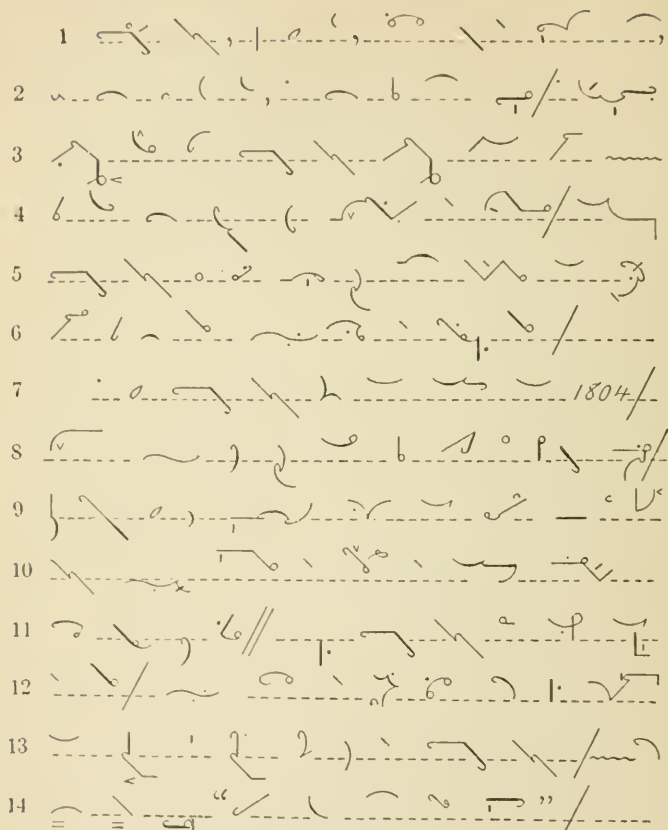
 Pen², upon.	 Dent¹, did not, didn't.
 Pens³, happiness	 Dent², do not, don't.
 Ben², been.	 Dent³, had not, hadn't.
 Ben³, to have been	 Chlent¹, which will not.
 Brens², remembrance.	 Jen², general-ly [Jens², generalize; Jenst², generalized].
 Tend³, at hand.	 Jent¹, gentlemen
 Tlent¹, it will not.	 Jent², gentleman.
 Den², done.	 Ken², can, question.
 Den³, down.	
 [Dees³-Ment, advancement].	

— Kent ¹ , cannot, kind.	— Lent ¹ , will not.
— Kent ² , account, county.	— Welent ¹ , we will not.
— Sken ¹ , consequential-ness.	— Arnt ² , are not.
— Skens ¹ , consequence.	— Wernt ¹ , we are not.
— Skent ¹ , consequent	— Wernt ² , were not.
— Gen ² , again.	— Men ¹ , men.
— Fen ² , often.	— Men ² , man.
— Ven ¹ , even.	— Mend ¹ , mind.
— Then ¹ , within.	— Ment ² , may not, am not.
— Then ² , then.	— Wement ¹ , we may not.
— Then ³ , than.	— Nen ¹ , opinion.
— Len ² , alone.	— Nen ² , known, none.

READING EXERCISE

NOTE.—The first six lines are names of American cities.





TEST WORDS

1. Monday	6. brown	11. phoned	16. cheapen
2. June	7. fine	12. panic	17. chicken
3. amount	8. seven	13. punish	18. quicken
4. machine	9. assign	14. dented	19. Lemon
5. open	10. session	15. finer	20. roughen

21. happen	26. iron	31. obtain	36. Oregon
22. ton	27. arraign	32. bacon	37. engine
23. hidden	28. earn	33. burn	38. broken
24. Spain	29. mine	34. turn	39. constant
25. plan	30. human	35. taken	40. complained

BUSINESS LETTER

NOTE.—In this letter and the exercise on page 117, *n*-hook word-signs and phrase-signs are preceded by a point [·].

MR. FRANCIS BOONE,
Kansas City, Kansas.

Dear Boone:

Your inquiry ·upon-the ·question of Brown's contract is ·at-hand and-has ·again ·been referred to-our Mr. Blaine for-his ·opinion. ·It-will-not surprise me if-it-is found that Brown has ·often ·done things, while ·alone ·down in Atlanta, that ·were-not ·within-the limits of-his agreement. My ·remembrance is that he-is a-·man of keen ·mind but unfortunately inclined (to) take^d chances that ·are-not ·generally justified, and-that on-this-·account we-have ·often warned him to-be ·even more careful ·than seemed necessary.

Although ·none of-our ·men ·can find as much business as Brown does, I-fear ·we-will-not-be able (to) keep^d him if-he-·cannot avoid this constant infringement on-the rights of-others. ·We-are-not complaining so much on-our-·account as because he-is standing in-the-way of-his-own ·advancement.

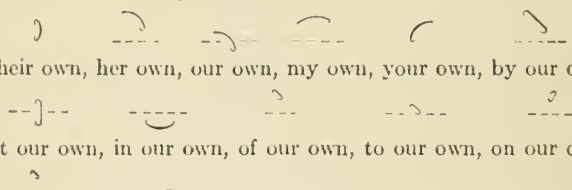
With ·kind regards, I remain,
Sincerely-yours,

LESSON 27



FINAL HOOKS—*Continued*

212. *Words Added by the N-Hook.*—The *n*-hook may be used to add words as follows:

1. *Own*, (a) to any stroke word-sign, except *its*, expressing possession or ownership; thus:

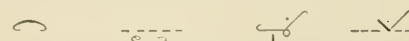


 their own, her own, our own, my own, your own, by our own,
 at our own, in our own, of our own, to our own, on our own,
 all our own, and our own.

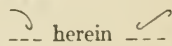

(b) If the word following *own* can be joined to the En-stroke more easily than to the hook, use the stroke; thus:  their own statement,  on our own part.


2. *Not*, (a) to the signs for *did*, *but*, and *or*. (b) As the sound of *t* expressed by halving a stroke is read *after* a final hook, a number of full-length word-signs are halved and hooked to express *not*; for example: *do not*, *had not*, *which will not*, *will not*, *we will not*, *are not*, *we are not*, *we may not*.


3. *Than*, to words which express comparison and end with the sound of *r*; thus:



 more than, sooner than, closer than, better than.

4. *In*, to the signs for *here* and *we are*; thus:  herein  we are in.

































5. *One*, (a) to the signs for *at*, *each*, *which*. (b) Use *Wen* for *one* when it is more convenient than the hook for joining to the word following *one*; thus:  which one spoke.

6. *Been*, to the sign for *have*, thus:  have been.

213.

N-HOOK WORD-SIGNS

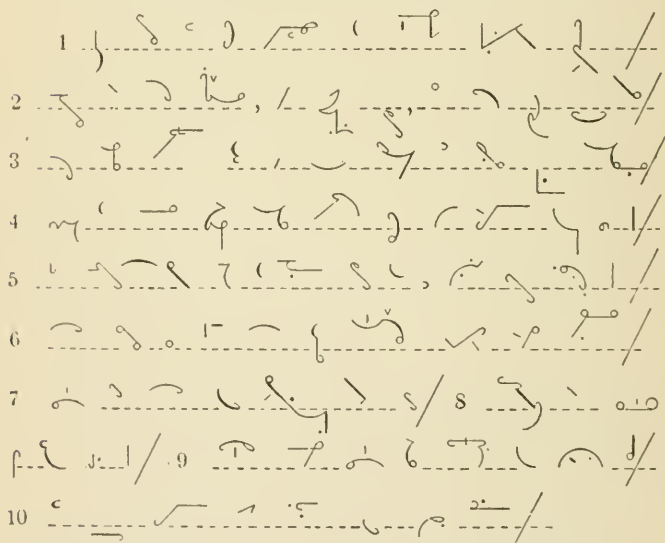
(Second List)

 Spen ² , expensive-ness.	 Sprent ³ , superintend-ed-ent.
 Spens ² , expense.	 Bend ¹ , behind.
 Spens ³ , expanse-ible.	 Tens ³ , at once.
 Plens ¹ , compliance.	 Sten ³ , circumstantial.
 Plens ³ , appliance.	 Stens ³ , circumstance, [Stenses ³ , circumstances]
 Splen ² , explain-ation.	 Den ¹ , denominate-d, denomination.
 Splend ² , explained.	 Weh ¹ -Ken, we can. See Note on page 116
 Pren ² , comprehension-sive.	 Weh ¹ -Kent, we cannot.
 Pren ³ , apprehension-sive.	 Gen ¹ , begin, organ.
 Pren ¹ , appearance, [Prenses ¹ , appearances].	 Gen ² , begun.
 Sprens ² , experience [Sprenst ² experienced].	 Gen ³ , began.
 In-Sprens ² inexperience, [In-Sprenst ² inexperienced].	 Sgay ¹ , significant-ce.
 Plent ² , plaintiff.	 Sgen ¹ , significaney.
 Plent ³ , applicant.	 Fend ³ , found-ed-ation.
 Prend ² , comprehend-ed.	 Smen ² , examine-ation [Ker ² -Smen, cross-examine-ation].
 Prend ³ , apprehend-ed.	 Smend ² , examined [Ker ² -Smend, cross-examined].

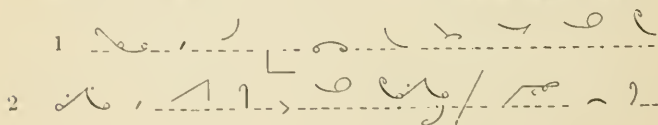
NOTE.—“*We*” *Prefixed by a Hook*.—(a) It is allowable in a few cases to represent *we* by joining *Weh* as a hook to *Kay* and some other horizontal letters which, according to the general rule, would not take the *Way*-hook. Signs thus formed do not in practice conflict with the corresponding *l*-hook signs. (b) *We* is generally joined by the *Way*-hook to a following word commencing with

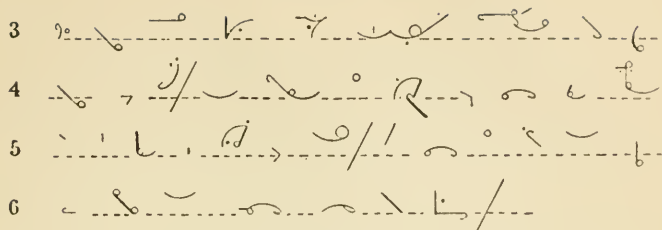
Em, En, Lay, or Ray; thus: --- we must, --- we answer,
 --- we like, --- we require.

READING EXERCISE



UNITED STATES CIVIL SERVICE EXAMINATIONS





WRITING EXERCISE


1. The 'superintendent's 'compliance with-the very 'comprehensive demands of-his 'experienced workmen 'at-once removed all 'apprehension. 2. The 'plaintiff 'explained, during-the 'cross-examination, that-he 'began to-be 'apprehensive when-he-missed a-bill of large 'denomination. 3. It-is beyond my 'comprehension how-the 'inexperienced student expects (to) gain^d speed in shorthand without any 'foundation in-the-way of-a 'comprehensive knowledge (of the) principles. 4. On-our-own-part, we-think their-own-statements are no-'more-than fair. 5. In-our 'opinion, at-least, we-did 'more-than we should-have- 'been expected to accomplish when-we 'began so-late. 6. One 'of-our-own 'men returned 'sooner-than we expected and-brought news 'better-than we-'have-been anticipating. 7. 'We-are-in-receipt of-your bill, and-'herein hand you check covering-the same. 8. In-this city, the houses are being built 'closer-than ever before. 9. We-require at-least a-week's time on-a contract of-this-'kind, and-we like to-have 'even more. 10. It-is significant that-the 'explanations 'have-been so-long-delayed.

LESSON 28

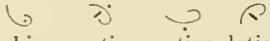
FINAL HOOKS—*Continued*

THE SHON-HOOK

214. A large final hook on the circle-side of any consonant-stroke adds the syllable *shon*; thus:






 passion, suspicion, action, Titian, flexion, Parisian, magician,








 fashion, oration, nation, lotion.

215. *Names*.—When a Shon-hook is added to a simple or a modified consonant, the syllable *shon* is added to the name of the stroke.

216. *Caution*.—Care must be taken lest the spelling should lead to the employment of this hook for syllables whose consonant sounds are not *shn* or *zhn*; as for the *-tian* of *Christian*, which should be written thus: .

217. The Shon-hook cannot be used for words whose only consonant sounds are *shn* or *shns*, as in  shun,  oceans.

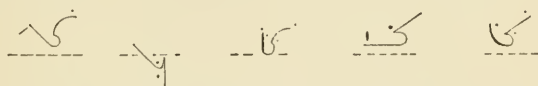
218. The syllable *shon* is usually represented by Shen in the following cases: (a) When this syllable is preceded by initial *s* only; as in  session. (b) When this syllable is preceded by two vowels in a word needing distinction by difference of outline from another having the same consonants; as in  continuation, which

needs to be distinguished from  *contention*. (c) In derivatives from words ending with Ish; as  *diminution*, derived from  *diminish*.

219. A Shon-hook sign is vocalized just as an *f*-hook or an *n*-hook sign is.


220. *S* or *z* may be added to the Shon-hook by Iss written within the hook.

221. The Shon-hook may be used in the middle of a word; thus:

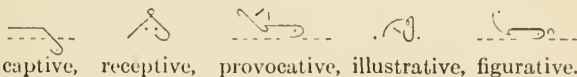


optional, passionate, conditionally, auctioneer, visionary.

THE TIV-HOOK

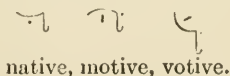
222. A large final-hook on any *straight* consonant stroke, on the side opposite that for the Shon-hook, adds the syllable *tiv*; thus:  p-tiv.

223. *Names*.—When the Tiv-hook is added to a simple or a modified consonant, the syllable *tiv* is added to the name of the stroke.




captive, receptive, provocative, illustrative, figurative.

224. (a) The Tiv-hook is never written upon a curve consonant. (b) Following a curved stroke, the syllable *tiv* is usually best represented by Tef. Hence, write







native, motive, votive.


THE ESHON-HOOK

225. The syllable *shon* may be added to a circle at the end of a stroke by a small hook; thus:  ps-shon.







226. In words in which this sign is used, a first-place or a second-place dot-vowel always occurs between *s* and the syllable *shon*. Hence, this hook, because of such vowel, is called the Esh'on (e'shon) hook, or simply Esh'on.







227. (a) When the vowel preceding Eshon is first-place, it should be written at the LEFT of the hook; when second-place, at the *right* of the hook; thus:  opposition,  compensation. (b) It is generally unnecessary to write the vowel that occurs between *s* and *shon*.






228. Iss may be written within an Eshon-hook to express *s*; thus:  physicians,  compensations.





229. Eshon may be used in the middle of a word; thus:  conversational.

EXERCISE







































 precision,  decision,  acquisition,  recision,  musician,  incision,

 persuasion,  accusation,  accession,  recession,  cessation,  association,

 procession,  appreciation,  authorization,  conversation,  transition,

 condensation,  sensational,  transitional,  recessional.

230. SHON, TIV, AND ESHON-HOOK
WORD-SIGNS AND CONTRACTIONS

 Speeshon ² , exception-al	 Dershon ² , direction
 Pelshon ¹ , completion	 Dershon ³ , duration
 Pelshon ³ , application	 Sdershon ² , consideration
 Pershon ¹ , perfection	 Kelshon ³ , conclusion
 Pershon ³ , oppression	 Skershon ¹ , description
 Spershon ² , expression	 In-Skershon ¹ , inscription
 Spershon ³ , suppression	 Fershon ¹ , formation
 Beeshon ² , objection	 Emshon ² , mention
 Sbeeshon ² , subjection	 Emshond ² , mentioned
 Belshon ² , obligation	 Enshon ¹ , information
 Steeshon ¹ , situation	 Beetiv ² , objective
 Steeshon ² , station	 Sbectiv ² , subjective
 Steeshon ³ , satisfaction	 Pceseshon ¹ , opposition
 Tershon ² , contraction	 Pceseshon ² , position
 Tershon ³ , attraction	 Pceseshon ³ , possession
 Tershont ² , transient	 Genseshon ¹ , organization
 Deeshon ¹ , contradiction	 En-Veeseshon ² , investiga- tion
 Deeshon ² , condition-al	 Ray ² -Peeshon, representa- tion
 Deeshon ³ , addition-al	 Ray ² -Peetiv, represen- tative

TEST WORDS

NOTE.—Use the Tiv-hook in the outlines of the words in the first two columns; and Tef in those of the last two columns.

1. vindictive	11. imperative	21. correlative	31. argumentative
2. indicative	12. operative	22. contemplative	32. legislative
3. collective	13. corroborative	23. superlative	33. derivative
4. communicative	14. commemorative	24. accumulative	34. preservative
5. recreative	15. restorative	25. affirmative	25. primitive
6. negative	16. curative	26. formative	36. incentive
7. speculative	17. active	27. nominative	37. retentive
8. tentative	18. protractive	28. remunerative	38. attentive
9. comparative	19. defective	29. narrative	39. festive
10. lucrative	20. effective	30. imitative	40. diminutive

BUSINESS LETTER

NOTE—In this exercise Shon, Tiv, and Eshon-hook word-signs are preceded by a point ['.].

MR. ALFRED WADE,
Association Building,
New Orleans, La.

Dear Wade:

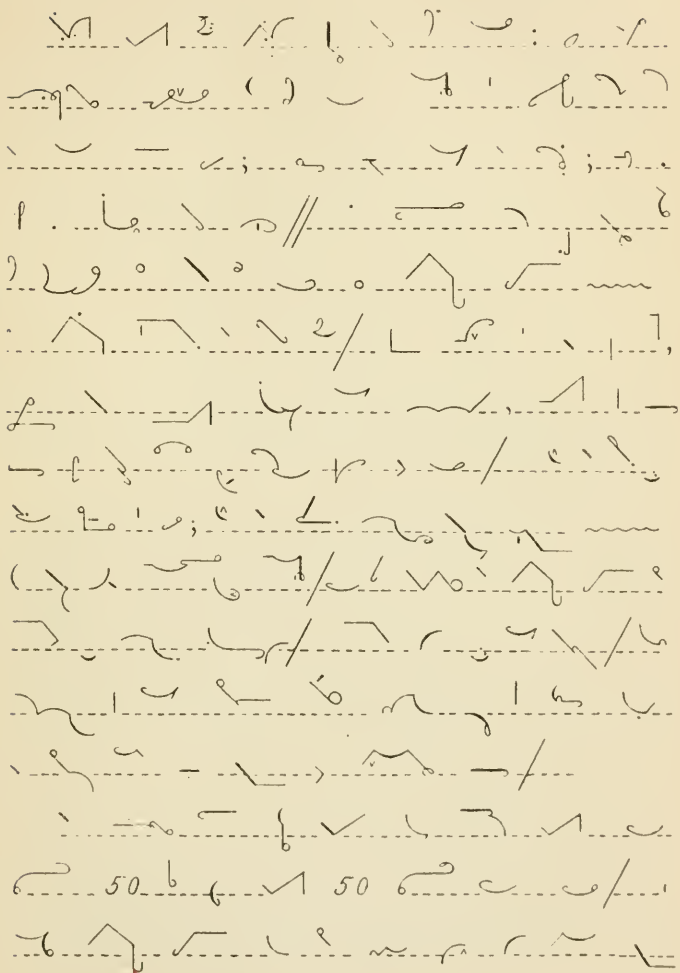
Your 'exceptional 'application and-general activity will doubtless result in-the 'completion of-your work to-the 'satisfaction of-us all. If-you desire any 'additional 'information that-is in-my 'possession or that-the 'organization is in a-'position (to) supply⁴, you-have only (to) 'mention⁴ it and I-will see that-you get-it immediately.

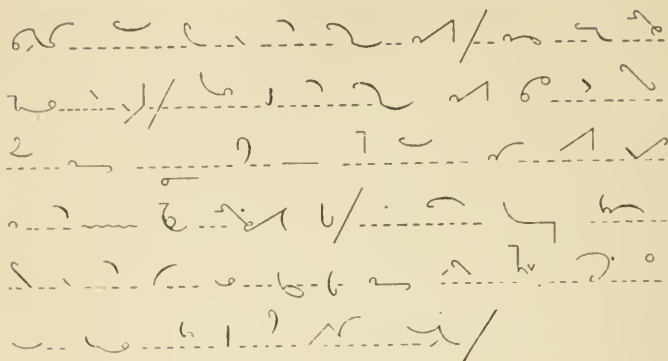
After due 'consideration, I-have-come to-the 'conclusion that-your 'description (of the) 'obligations and-'position of-our new 'representative is beyond 'contradiction. But I-am already convinced that-his 'attraction and-activities will-be 'transient and-that 'objection to-his combative 'expressions will soon be heard in-every-'direction. Once started, the 'formation of-an 'opposition to-his plans for-the new 'station would grow so rapidly that-his present control (of the) 'situation would-be of very-short 'duration. As this-is-the chief 'objective that-we seek, I-think we-can almost write-the 'inscription on-his political tombstone now.

'Conditions are improving generally, and-judging from-recent conversations that I-have-had with-the controlling powers [Pee³-Rays], there-will-be a-cessation [Es-Iss-Eshon, vocalized] of-those sensational accusations brought against us by-the reform association.

Cordially yours,

THE ACQUISITION OF SPEED IN SHORTHAND





KEY


Ability to write shorthand rapidly depends upon three things: First, such a mastery of the principles and word-signs that there is no indecision or hesitation over the form of any common word; second, an applied knowledge of phrasing; and third, a steady and continuous pen-motion.

The quickest way to attain possession of these three essentials is by what is known as repetition work—the repeated copying of perfect shorthand. Take a line or two at a time, as much as can be carried conveniently in the memory, and write it again and again until the pen-point seems to flow from one outline to the next. Avoid all stopping of the hand between strokes or words; avoid all jiggling movements above the note-book—they both show and increase confusion and indecision. One of the chief purposes of repetition work is to keep the hand moving effectively. Keep your hand near the paper. If you remove it when the speaker pauses, you will have to waste time that you cannot afford to spare, in order to get back to the writing position again.

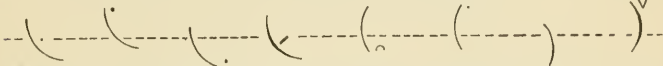
All experts agree that it is better for the beginner to write one selection fifty times than to write fifty selections only once. But, in this repetition work for speed, you should not allow your writing to become slovenly nor fail to read everything you write. You must cultivate a precision and deftness of touch. If you do not read everything you write, as well as all the perfect shorthand you can secure, there will come a time when you will write better than you read—and this is not a praiseworthy condition. The mere fact that you may be able to read your notes faster than you can operate a typewriting machine is no evidence that you do either rapidly enough.


LESSON 29

THE LENGTHENING PRINCIPLE

231. Doubling the length of *Ing* adds the sound of *ker* or *ger*; thus:  *anchor* or *anger*.




232. Doubling the length of any other curved stroke adds the sound of *ter*, *der*, or *ther*; thus:


 Efter², Efder¹, Eft³her³, Veeter², Ithter¹, Ith¹th¹er¹, Ester³, Zeeder¹
 fetter, feeder, father, voter, theatre, thither, aster, Zuyder




 Ishter², Layder³, Arder¹, Emter², En¹th¹er¹, Wayter¹, Yelder¹
 shutter, louder, order, motor, neither, water, yielder

233. *Names*.—The lengthened strokes are named by adding to the name of the stroke lengthened the *sound* denoted by its lengthening; thus: Ing'*ker*, Ing'*ger*, Ef'*ter*, Lay'*der*, En'*ther*, Tice'*ther*, Fel'*ter*, Fer'*ther*, Shel'*ter*, Sher'*ter*, Wen'*der*, Frel'*ther*, Bee'*ther*, etc.

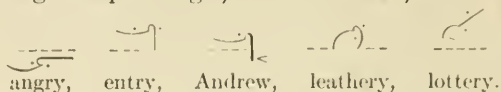
234. *Vocalization*.—(a) Lengthened strokes are vocalized just as other strokes are, the sound added by the lengthening being read *after* a vowel following the stroke (as in the examples above), but *before* a final attachment; thus:

 letter-s,  slender-est,  moder-n

(b) Hence, a vowel following the sound of *ter*, *der*, or *ther* denoted by lengthening, must be omitted; as in

 alter(a)tions; or written before a following consonant; as in  eccentric.

235. The lengthening principle cannot be used when the consonants it represents are followed by a *final* vowel. In such cases an *r*-hook sign, or Ray preceded by a half-length expressing *t*, must be used; thus:




236. When the sign for a verb ends with Lay' ter, En' ter or Ing' ker, its past tense outline is usually formed best by adding Dee; thus:

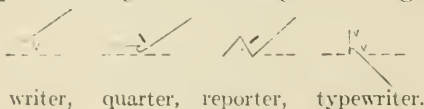


slaughter, slaughtered, render, rendered, anchor, anchored.







Remark—The sign for Shel' ter, if written quite slanting, may, unlike that for Shel, stand alone and be used with advantage for *shelter*, *shoulder*.



237. *Position of Lengthened Strokes*.—In determining the position of a lengthened stroke, regard the second half as a distinct sign, and place the first half in its proper position according to rules previously given.

238. *Lengthened Straight Lines*.—Experienced writers derive advantage from doubling a full-length straight line, *without a final attachment*, to add the syllable *ter* or *ther*, or the words *their*, *there*; the heavy lines being tapered toward their termination; thus:  The chief use of this principle is to add *their* or *there* to word-signs. Inexperienced writers are cautioned that a further use of it than is made in the exercises of this book is likely to result in illegibility of their notes. Following are a few examples of lengthened straight-line signs:








239. LENGTHENED-STROKE WORD-SIGNS

					
Enter ¹ entire,	Enter ² , another,	Emter, matter,	Wayther ² , whether,	Ferther ² , further,	Rayther ² rather.

--Veether¹, of their --Arder¹, order-ed


REMARK.—*Entirely* is formed from the sign for *entire* by adding El; *entirety*, by adding Tee; and *material-ly*, from the sign for *matter*, by adding Lay; *materiality*, by adding Lay-Tee.

240. “*Their*,” “*They Are*,” or “*There*” Added.—A curved or a straight full-length word-sign without a final hook, loop, or circle may be lengthened to add *their*, *they are*, or *there*; thus:

				
in their, in there,	if their, if there, if they are,	for their, for there for they are,	by their,	give their

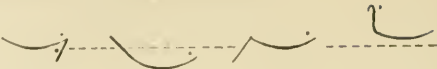
241. *Dear* may be added to *my* by lengthening Em in a few phrases of frequent use, especially in correspondence; as

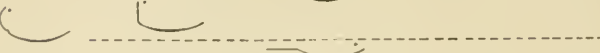
		
my dear sir,	my dear friend,	my dear wife.


242. “*Own*” or “*Been*” Added.—(a) *Own* may be added by an *n*-hook to the signs in Paragraph 240, or any others expressing *their*, when the stroke for *own* is not more convenient for joining to the following word; thus:  for their own sakes.

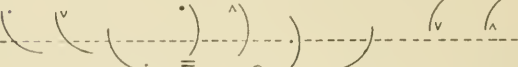
(b) *Been* may be added by an *n*-hook to Veether² for *have there been*.


READING EXERCISE


1 ker added 


2 


3 ger added 

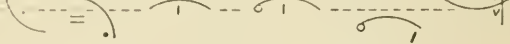
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
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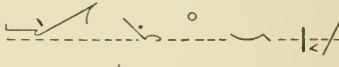
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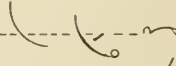
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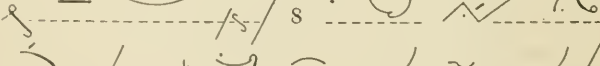
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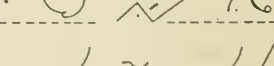
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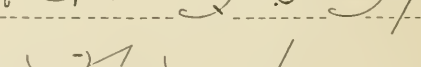
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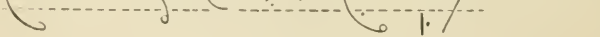
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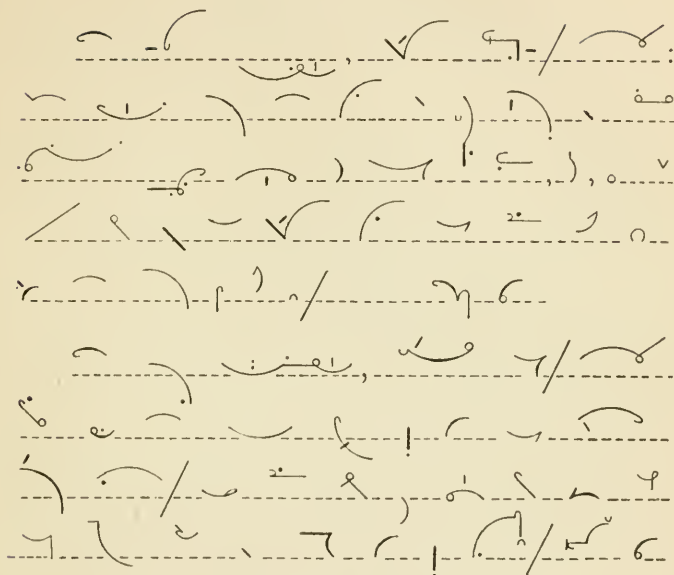
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8 

9 

10 

BUSINESS LETTERS



TEST WORDS

1 hanker	8 linger	15 laughter	22 bewilder
2 winker	9 monger	16 smelter	23 engender
3 bunker	10 diameter	17 swelter	24 rejoinder
4 anchor	11 barometer	18 remitter	25 surrender
5 sinker	12 thermometer	19 ladder	26 neither
6 anger	13 chronometer	20 invader	27 whither
7 younger	14 hydrometer	21 wander	28 weather

BUSINESS LETTER

My-dear-Sir:

Your-order for speedometers is much appreciated and-is receiving our best attention. Half-the number you order will-be shipped (to)day⁴ and-the remainder not later-than-the end (of the) week. Hoping that-this will-be satisfactory, we remain,

Very-truly-yours,

LESSON 30



CONTRACTED PREFIXES


243. (a) A letter, syllable, or word joined to the beginning of a word is called a PREFIX. Thus, from *navigate* is formed *circumnavigate*, by joining a prefix. Some prefixes are words which may be used separately, while a greater number are inseparable; that is, are never used by themselves. Many of the prefixes which are inseparable in English are separable in the languages from which they are derived. (b) Such prefixes as would be difficult or tedious to write in full may be contracted. (c) Such contractions are called Prefix-Signs.




244. The student has already learned the signs for the prefixes *con*, *accom*. Of the remainder which need contracted signs, the most important, and the signs by which they are represented, are given in the following:

LIST OF PREFIX-CONTRACTIONS

1. *Circum* is indicated by Iss written beside the first stroke of the remainder of the word; thus:

 circumference,  circumscribe.

2. *Cog*, by a light dot; as for *com*, *con*. Example:
 cognate.

REMARK.—(a) In the following words and their derivatives, *con*, or *com*, is best written in the manner indicated by the outline-names: *conic*, Kay-En-Kay; *comity*, Kay-Em-Tee; *commiserate*, Kay-Ems-Ret; *commotion*, Kay-Emshon; *commerce*, Kay-Mers; *comrade*, Kay-Merd. (b) *Con* = *cong*, may be expressed by license, by the sign for *con*; thus:  congress,  conquer. (c) *Concom* occurs in *concomitant* and its derivatives. It is represented thus: .

3. *Contra, contro, counter*.—When these prefixes cannot be more conveniently expressed otherwise, they may be indicated by a tick written at the beginning of the remainder of the word; thus: $\bar{\text{L}}$ contradict, $\bar{\text{C}}$ controvert, $\overset{\text{lo}}{\text{---}}\bar{\text{C}}$ countersign.

REMARK.—This sign is used for *contri* in *contribute* and its derivatives.

4. *Decom* is expressed by *Dec*, and *discom, discon*, by *Dees*, written near the remainder of the word; thus: $\text{I}\searrow$ decompose, $\text{b}\searrow$ discomfort.
5. *For-e*.—When this prefix cannot be more conveniently written otherwise, it may be expressed by *Ef* written near, and sometimes joined to, the remainder of the word; thus: \searrow foreknowledge.

REMARK.—(a) This prefix is joined in writing the following words and their derivatives: *Forever, forewarn, forestall, forsooth, forswear, forward*. (b) Until the learner has had considerable experience, it will be well for him to express *fore* or *for* by a *disjoined Ef* in the following words: *Foreclose, forefather, foreknow, forenamed, foresee, foreshow, forethought*. (c) Write *fore* or *for* with *Fer* in the following words and their derivatives: *Foretell, forgave, forget, forsake*; (d) and with *Ef-Ar* in the following words: *Foreland, forelock, foreman, foremost, forerun, foresail*. (e) Write *forhead, Ef-Ray-Dec; forenoon, Ef-Ray-Nen*.

6. *Incon, incom, incog*, are expressed by *En* written above the line, and near, or partially over, the remainder of the word; thus: $\overset{\text{En}}{\text{---}}$ inconstant, $\overset{\text{En}}{\text{---}}\searrow$ incomplete, $\overset{\text{En}}{\text{---}}\text{I}$ incognito.

REMARK.—(a) This prefix-sign is occasionally joined to the remainder of the word; it may be joined in the following and their derivatives: P inconsistent, \searrow incomplete, \searrow inconvenient,

\searrow incompetent, $\text{---}\overset{\text{En}}{\text{---}}$ inconsequence, $\text{---}\searrow$ inconceivable,

(b) The prefix *incon* is sometimes joined to a following stroke by an *In-hook*; thus: $\text{---}\overset{\text{In}}{\text{---}}$ inconsiderable or in considerable. (c)

The sign for *incom* may be used by license for *incum* or *encum*.

BUSINESS LETTERS

J: . 324
 b . 324
 b . 324
 b . 324

J: .
 J: .
 J: .

J: .
 J: .
 J: .

BUSINESS LETTERS

My-dear Senator:

I-fear that Senator Saunders's remarks before-the congressional committee cannot-be easily controverted. I-have-heard that-he spent no inconsiderable time in-examin:ing-the circumstances and-even visited some (of the) places incognito in-order-to supplement-

the rather incomplete information given at-the first hearing. In-consequence, I-am content, in-my-own mind at-least, that-he-is sure of-his ground when-he says that-the present incumbent is utterly incompetent.

Sincerely-yours,

Dear-Madam:

Please accept our most heartfelt thanks for-your generous contribution to-our work. The conditions with-which we-are confronted are almost inconceivable, but support such-as yours is wonderfully effective and inspiring [In-Sper¹:‘ing’].

Respectfully-yours,

LESSON 31

CONTRACTED PREFIXES—*Continued*




244. (*Continued*)



7. *Inter, intro*, are expressed by Ent disjoined before the remainder of the word; thus: \curvearrowright interlinear.




REMARK.—(a) This prefix-sign may be used, by license, for *enter-*. (b) It may be joined thus: \lrcorner , in the following words and their derivatives: Interdict, introduce, enterprise, entertain, interchange, intercourse, interest, interfere, interjacent, interjection, interpolate, interpose, interpret (Ent-Pret), interrogate, interrupt (Ent-Pet), intersect, intertwine (Ent-Tee-Wen), interval, intervene, interview, interweave (Ent-Weh-Vee), introspect, introvert.

8. *Irrecon* is expressed by Ar written near the remainder of the word; thus: $\searrow \vee \swarrow$ irreconcilable, $\searrow \underline{\underline{\vee}}$ irreconciliation.




9. *Magna, magni*, are represented by Em written over (or partly over) the remainder of the word;

thus:  magnanimous,  magnify,  magnitude.




REMARK.—This prefix-sign may be used by license for *magne*; thus:  magnetism,  magnesia.

10. *Miscon*, *miscom*, are expressed by Em-Iss written above the remainder of the word; thus:  misconduct,  misconstrue,  miscompute.




REMARK.—The *advanced* writer may join this prefix-sign in writing “misconduct, misconception,” and their derivatives.




11. *Noncon*, *noncom*, are denoted by Nen written over or through the first stroke of the remainder of the word; thus:  noncontent,  nonconducting,  noncommittal:

REMARK.—(a) The sign for this prefix is never joined. (b) *Non*, written (as it frequently is) with Nen, is distinguished from *noncom* by being written *near* but not *over* or *through* the first stroke of the remainder of the word.






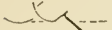
12. *Recon*, *recom*, *recog*, are expressed by Ray written near the remainder of the word; thus:  reconcile,  recommend,  recognize.

REMARK.—This prefix-sign may be used by license for *recum*, in “recumbent” and its derivatives.



13. *Self* is represented by Iss written beside the first stroke of the remainder of the word; thus:  self-respect,  selfish,  selfhood.

REMARK.—(a) The *advanced* writer frequently joins the sign for *self* to the remainder of the word; thus:  self-esteem,  selfish. (b) *Self-con-m* may be expressed by writing the sign for *self* in the place of the *con* or *com* dot; thus:  self-conceit. (c) *Self-contra* may be expressed by the sign for *contra* with Iss prefixed.









14. *Uncon*, *uncom*, are represented by En written,





usually on the line, near the remainder of the word;
 thus: - uncontrolled,  uncombined,  unconnected,  unconscious,  unconstrained,
 uncomfortable.

REMARK.—These prefixes are usually En² (or lower than *Incon-m*) for the sake of distinction. The advanced writer may join the sign for this prefix in the following words and their derivatives: Unconcern, unconditional, unconstitutional (*Ens-Teeshon-Lay*, the first *t* being omitted).

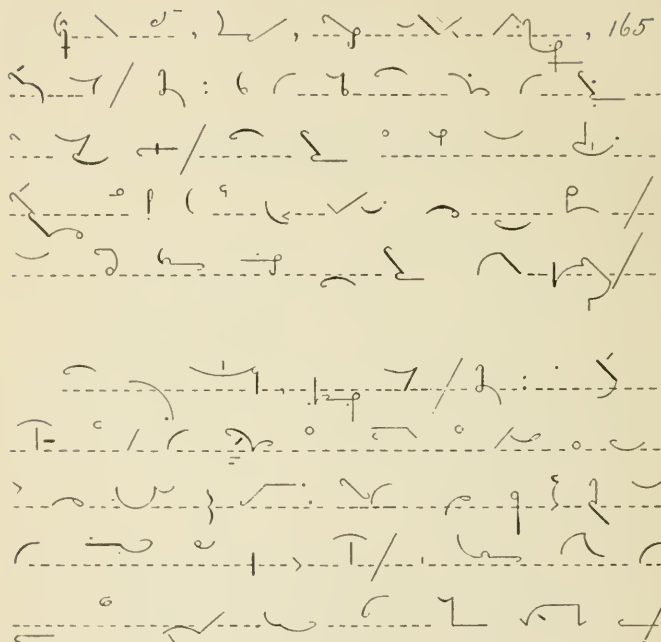
15. *Unrecon*, *unrecom*, *unrecog*, are expressed by *Ner* written partly over the remainder of the word;
 thus:  unreconciled,  unrecompensed.

245. *Prefixed Syllables*.—(a) When any one of the prefixes given above is preceded by a syllable, as *in* or *un*, such syllable may be expressed by the proper letter or letters joined to, or written near, the prefix; thus:

 uncircumscribed,  unselfish,  undecomposed,  uncontradicted,  uninterrupted,
 unforeseen,  disencumber,  disinterested,

 unaccomplished. (b) The prefixed syllable, in such case, may usually be left unvocalized. (c) To keep signs upon the line as much as possible without impairing their legibility, it is occasionally necessary that a prefix sign, when joined to a preceding syllable, should be brought out of its usual position; as in “disencumber.” (d) The *con*, *com*, or *cog* is sometimes expressed in connection with the preposition *in* by the sign for *incon*, etc.; thus:  in conjunction,  in comparison. (e) The prefix *contra*, *contro*, or *counter* may, in like manner, be expressed in connection with the preposition *in* by the sign for *uncontra*; thus:  in contradistinction.

BUSINESS LETTERS



TEST WORDS

NOTE.—Disjoin the prefix-sign when the prefix-syllable or word is followed by a colon [:].

1 circum:navigable	11 fore:father	21 forenoon	31 inconsideration
2 circum:vention	12 fore:see	22 incom:parable	32 encum:brance
3 cog:nizance	13 fore:thought	23 incom:patible	33 incum:bent
4 cog:nomen	14 foretell	24 incom:pressible	34 inter:cept
5 contro:versial	15 forgave	25 incon:solable	35 inter:line
6 counter:feiter	16 forsake	26 incon:testable	36 non:descript
7 decom:position	17 foreman	27 inconsistency	37 recon:sider
8 discom:(m)ode	18 foremost	28 incom:pletely	38 recon:(n)oirer
9 discon:solate	19 forerunner	29 inconvenience	39 selfcom:placent
10 discon:tent	20 forehead	30 incompetence	40 selfcontra:dition

BUSINESS LETTER

Mr. WILBUR DAVENPORT,
Sioux-City, Iowa

Dear-Sir:

I-called-upon Mr.-Snyder this-afternoon and-found-him rather noncommittal regarding-the possibility of-a reconciliation. Although he recognizes-the disadvantage of continuing-the controversy, he nevertheless feels that ordinary self-respect [disjoin "self"] compels a-refusal of-our last suggested settlement. He-says that-his proposal, which-he considered a-magnanimous one, was deliberately misconstrued by-the committee. He gave me (to) understand^t-that, in comparison with-the period for-which he-is still unrecompensed, he-thinks our offer of a-small compensation for-his work during-the last month is altogether absurd.

If-we-are (to) effect^t a-reconciliation, I-think we-must undertake (to) meet^t-him more-than half way.

Very-truly-yours,

















LESSON 32

CONTRACTED SUFFIXES

246. One or more letters, or one or more syllables, added to a word to modify its meaning is called a *suffix*. A word may take two or more suffixes at the same time. Thus, "truthfully" contains two, *ful* and *ly*.

247. (a) Suffixes that are difficult or tiresome to write in full are represented by contractions. (b) These contractions are called Suffix-Signs. Some of them have already been taught; for example, the dots for *ing* and *ings*; Vee or the *v*-hook for *ever*; the *f*-hook for *ful-ly*; Iss for *self*; and Ses for *selves*. The remainder are given in the following:

LIST OF SUFFIX CONTRACTIONS

1. *Ble, bly*, are expressed by Bee joined, when Bel cannot be conveniently employed; thus:  sensible, sensibly;  profitable, profitably. Lay may be added to the Bee when the legibility of the writing seems to require it.
2. *Bleness, fulness, someness*, are represented by a small circle written at the end of the preceding part of the word; thus:  serviceableness,  lonesomeness.
3. *Ingly* is denoted by a heavy tick written in the direction of Pee or Chay, at the end of the preceding part of the word; thus:  lovingly.
4. *Lessness* is expressed by a large circle written at the end of the preceding part of the word; thus:  carelessness,  worthlessness,  uselessness.
5. *Lty, rty*—with any vowel preceding or following the *l* or *r*—may be added to any consonant-sign by disjoining the stroke immediately preceding the *l* or *r*; thus:  instability,  popularity,  prosperity.
6. *Mental, mentality*, are expressed by Ment written near the end of the preceding part of the word; thus:  instrumental, instrumentality;  fundamental.
7. *Ology, alogy*.—Jay written partially under the preceding part of the word, or joined to it, is used as a sign for -ology or -alogy when it cannot be more conveniently expressed otherwise; thus:  zoology,  physiology,  genealogy.

8. *Ship* is expressed by *Ish* written near the preceding part of the word; or joined, if it can be conveniently and without sacrifice of legibility; thus: lordship, friendship.

9. *Soever* is expressed by *Iss-Vee*, joined when it is convenient; thus: wheresoever, whensoever, whencesoever, whosoever, whatsoever, howsoever. But when it would

be inconvenient or not allowable to join *Iss-Vee*, *soever* is represented by *Iss* written beside the last stroke of the preceding part of the word; thus:

whosoever, whithersoever.

REMARK 1.—As it is not convenient to join *Iss-Vee* to *Wuh*¹, the sign for *what*, that word is expressed by its last consonant, *Tee*, in the sign for *whatsoever*, as it is in *whatever*, *Tef*².

REMARK 2.—Derivatives from *ology*, *ly*, *rtly*, etc., may be expressed by adding to the primitive the proper sign for the additional sounds of the derivative; thus: to *Jay*, the sign for *ology*, add *Kel* to express *ological-ly*; as in zoological-ly, sociological-ly.

248. *Word-Sign Suffixes*.—A word-sign may be used as a suffix-sign; thus:

hereafter, thereafter, thereto, hitherto, whereto, onto, wherefore, whenever.

REMARK 1. *To*.—(a) *To* is expressed by *Tee* joined to the preceding part of the word in “into, hereinto, thereinto, whereinto; unto, hereunto, thereunto, whereunto, thitherto.” (b) “Into, hereinto,” etc., may usually be left without vocalization; but for the sake of distinction, “unto” and its compounds should have the vowel of its first syllable inserted.

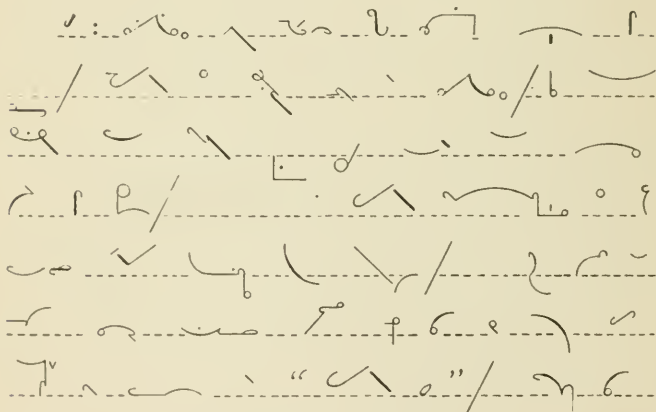
REMARK 2. *Of*.—(a) *Of* is joined by an *f*-hook in “whereof.” (b) It is written with the disjoined sign for *of* in the following words: “Untalked-of, unheard-of, hereof, thereof, unthought-of.”

REMARK 3. *In*.—(a) This suffix is usually written with *En* joined; being thus distinguished from *on*, which is usually added by an *En*-hook. (b) *In* may be added by an *En*-hook in “herein, hereinafter, hereinbefore,” etc.

REMARK 4. *Ever*.—The suffix *ever* is always joined to the preceding part of the word; usually with an *Ef*-hook, as in “whatever, whichever, whoever”; but with *Vee* in “whenever, wherever, forever,” and a few other words.

REMARK 5. *With*.—(a) The suffix *with* is usually best expressed by *Ith*, joined to the preceding part of the word; as in *herewith* (*Ar*¹-*Ith*), *wherewith* (*Wer*²-*Ith*), *therewith* (*Ther*²-*Ith*); (b) but sometimes it is more convenient to join *Weh*, as in *forthwith* (*Ef*²-*Ith*-*Weh*).

BUSINESS LETTER







WRITING EXERCISE

1 Hereafter let-us dispense with-the formality that we-have hitherto observed on-these-occasions. 2 They-were instrumental in-discovering-the worthlessness (of the) machine. 3 His instability of character will seriously interfere with-his chances of popularity and-prosperity. 4 Please send-us ten copies of-your “Elementary Physiology” and-one-copy of James’s “Principles of Psychology.” 5 For a-number of years the business was very unprofitable, owing to-the carelessness with-which it-was conducted. 6 Therefore, be it resolved: That, subject to-the provisions hereinbefore stated, it shall-be-the duty (of the) Committee on Membership (to) examine^d any-such charges and-report thereon.

LESSON 33

OMISSION OF CONSONANTS

249. The student has already learned that common words containing several consonants are contracted by the omission of one or more of the consonants and called "word-signs" or "contractions." This principle is also applied to words containing consonants that are only slightly heard or are difficult to write. From such words it is allowable to omit middle consonants as follows:

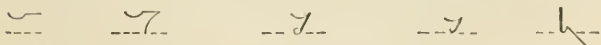
1. *P*—when it is immediately preceded by *m*, and immediately followed by *t* or the syllable *shon*; as in  em(p)ty,  consum(p)tion.
2. *K*—when it occurs between the sounds of *ng* and *sh* or *shon*; as in  an(x)ious,  san(c)-tion.

3. *T*—(1) when it occurs between *s* and another consonant; (2) also in a few words with a vowel between the *t* and the following consonant; as in

















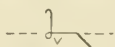

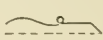



- (1) mos(t)ly, res(t)less, pos(t)man; (2) domes(t)ic, des(t)itute.

4. *Generally*, any consonant whenever its expression would make a tedious or difficult outline, and its omission would not endanger legibility. Under this rule, *l*, *n*, or *r* is omitted in the following words:











inte(ll)ect, inte(ll)ectual, inte(ll)igence, inte(ll)igent, deve(l)op;











 assig(n)ment, ato(n)ement, entertai(n)ment, stra(n)ger, passe(n)ger,





 messe(n)ger, demo(n)strate, sta(n)dard, ide(n)tical, tra(n)sact,





 tra(n)sponse, tra(n)slate, tra(n)slucent, tra(n)smit, tra(n)sport;





 tra(n)sg(r)ess, tra(n)sc(r)ibe, tra(n)sc(r)ipt, manusc(r)ipt, in rega(r)d.



OMISSION OF WORDS





250. To increase the speed of writing without sacrifice of legibility, the student has already been taught to omit *to* and *of the* where their omission can be indicated by the mode of writing the adjacent words. This principle may now be extended, and other words omitted, as specified below.

A—may be omitted from such phrases as the following:


	about a minute		in a spirit
	after a time		in such a case
	at a certain place		in such a part
	for a great deal		many a one



And—thus:  by and by; or, with the adjacent words joined; as,  more and more;  over and over;  over and above;  through and through.

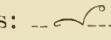
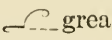


From—*to*—as in || from day to day;  from hour to hour,  from place to place.

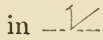
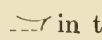

Have—preceding *been* or *done*; thus:  can have been;  shall have been;  can have done;  you have done.






Caution.—Care must be taken to distinguish the phrase-sign “you have done” from *Dren*³ by writing *you* upon the line.



Of—occurring between two words which can be joined, may be omitted if the *of* must be supplied in reading; thus:  place of residence.

On the—as in writing  on on the one hand;  on the other hand.

Or—thus:  more or less;  greater or less;  sooner or later;  two or three.













The—as in  on the contrary;  in the world;  in the interest.

To—thus:  according to that;  it seems to me;  said to have;  ought to have;  ought to see.

Your—as in  what's your business;  what's your name.

NUMBERS

251. Numbers may be written either in shorthand or in figures; but the plan given here is best.

(a) Express	1	2	3	4	5	6	10
in shorthand; thus:							
12	60	100	1,000	1,000,000.			
							

(b) Express, in common figures, *all other* numbers except those that end with two or more ciphers.

(c) In such cases, use the word-sign for *hundred*, *thousand*, or *million*, as may be required, in place of ciphers; thus:

200,	3,000,	3,400,	500,000,	7,000,000.

(d) The termination "ty" in the numbers 20, 30, etc., may be expressed by an upward line; thus:

20,	30,	40,	50,	70,	80,	90.





ADVANCED PHRASING PRINCIPLES

252. *The Ther Tick*.—When it cannot be conveniently expressed otherwise in a phrase-sign, *there*, *their*, or *they are* may be denoted, if the writer choose, by a heavy tick, Bedoid or Jedoid; thus: ---- would there; ---- since there (their or they are).






REMARK 1.—This tick may be written in place of the dot for *ing* for *ing there*, *their*, or *they are*; thus: ---- doing there; making their. This will not conflict with the suffix-sign for *ingly* (Par. 248, 3).




253. *Hooks Omitted*.—The hook of the signs for *been* or *can* may be omitted when, if written, it would prevent the formation of a desirable phrase-sign; thus:



-- it has been said. it can only.



254. *Forth* may be added in a few cases by an *f*-hook; thus:  step forth,  call forth,  set forth. In other cases, it may be written thus:  calls forth.

255. *Stair, Store*, may occasionally be represented by the *Ster* loop; thus:





 up stairs,  down stairs  drug-store,  book store,  public stores.

256. *It* may usually be added by halving a full-length word-sign or stroke without a final circle or loop; thus:  think it may,  above it,  before it can.



257. *Ought* is sometimes added by halving a full-length word-sign without a final attachment and writing it in the *first* position; thus:  it ought,  there ought.

258. *Would or Had* is sometimes added by halving a full-length word-sign without a final attachment and writing it in the *third* position; thus:  it would, it had;  there would, there had:

REMARK.—*Not* may be added by the *n*-hook to the above and similar signs.

259. (a) *Were* may occasionally be added to a word-sign by an *r*-hook and writing the sign in the *third* position; (b) and sometimes *Wuh* may be used for *were*; thus:  which were,  such were,  as it were;  there were.

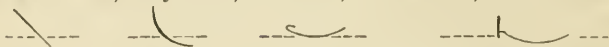
REMARK.—In the sign for “as it were,” *as* should be on the line.

260. *You—Yeh* may be used for *you* if it is more convenient than *Yuh* for joining with a preceding or a following word; thus:  send you,  you understand.

261. *Other, Another, Whether*, may occasionally be added by lengthening; thus:




with each other, any other, no other, some other, such another,



by another, of another, one another, do you know whether.

262. *Special Contractions*.—In taking dictation in which long compound names or phrases occur, the stenographer should write them in full the first time (unless he can use one or more of the regular contractions); but thereafter, if he thinks they are likely to recur frequently, he should devise special contractions. The general method of forming such contractions is to join or intersect one or two letters (usually the initial ones) of two or more parts of the name or phrase; thus:


 New York Central.

 New York, New Haven & Hartford.

 Union Pacific.


 Western Union Telegraph Co.

 Interstate Commerce Commission.

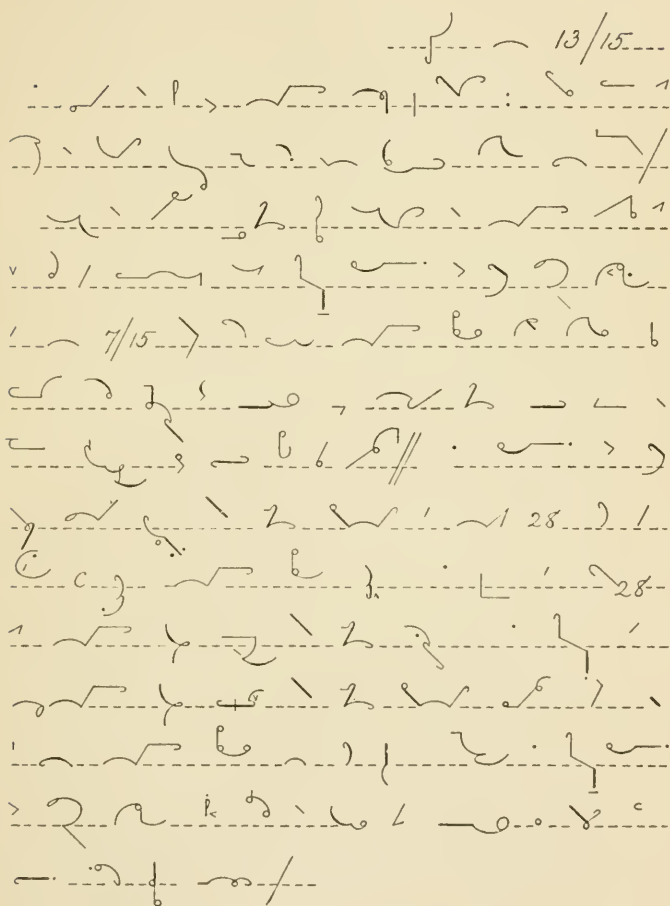
 Government of the United States.

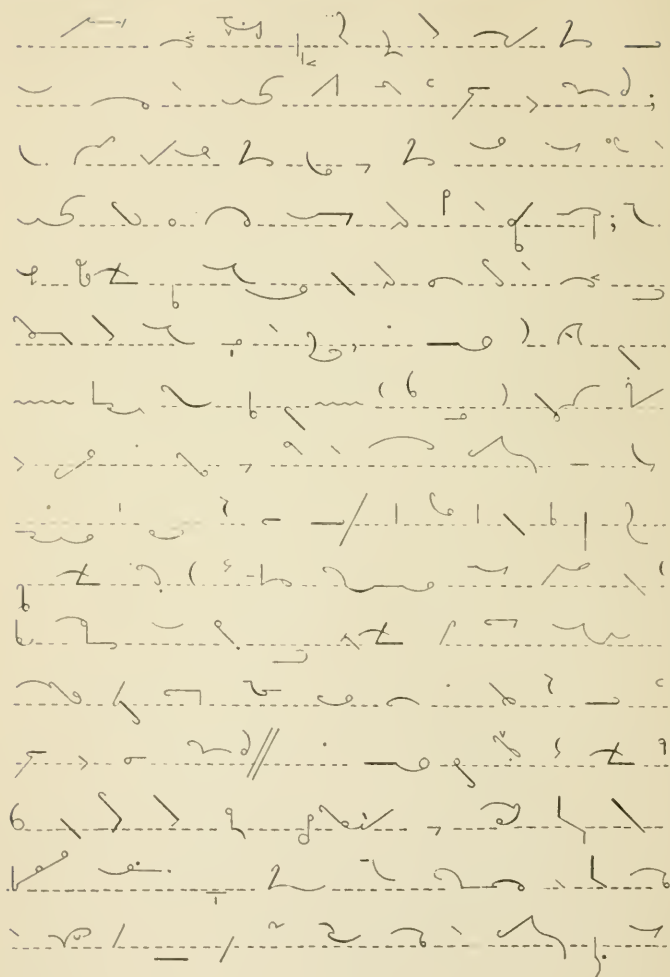
 Imperial German Government.

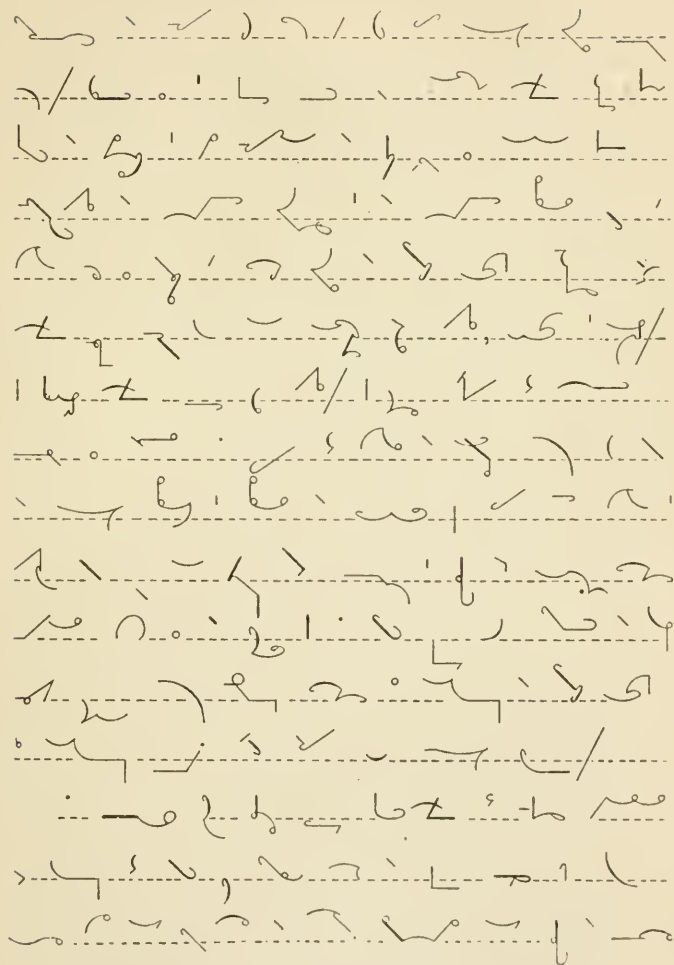
 Great Britain.

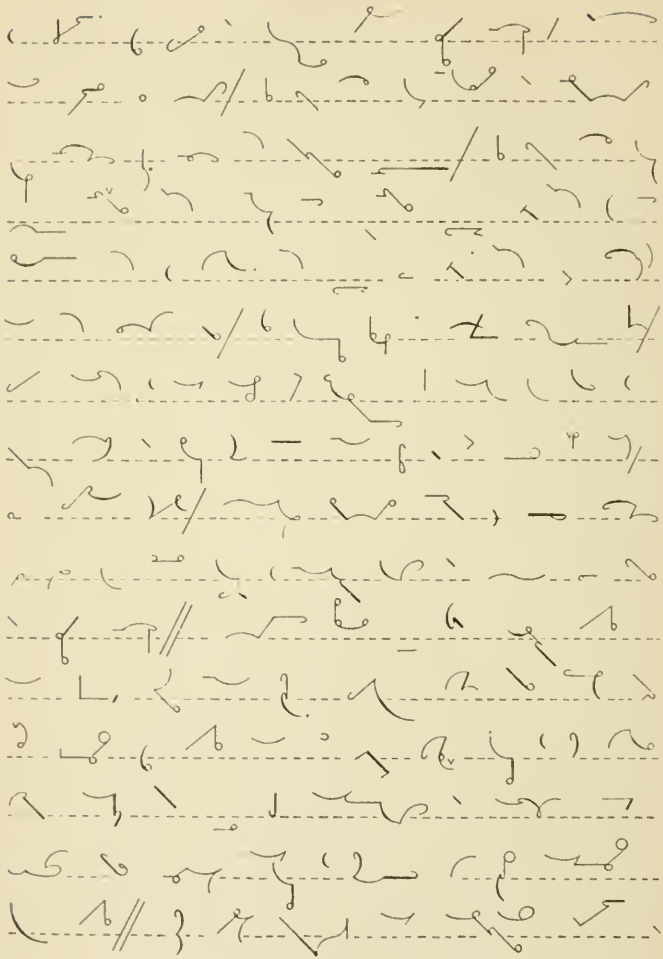
 May it please the Court.

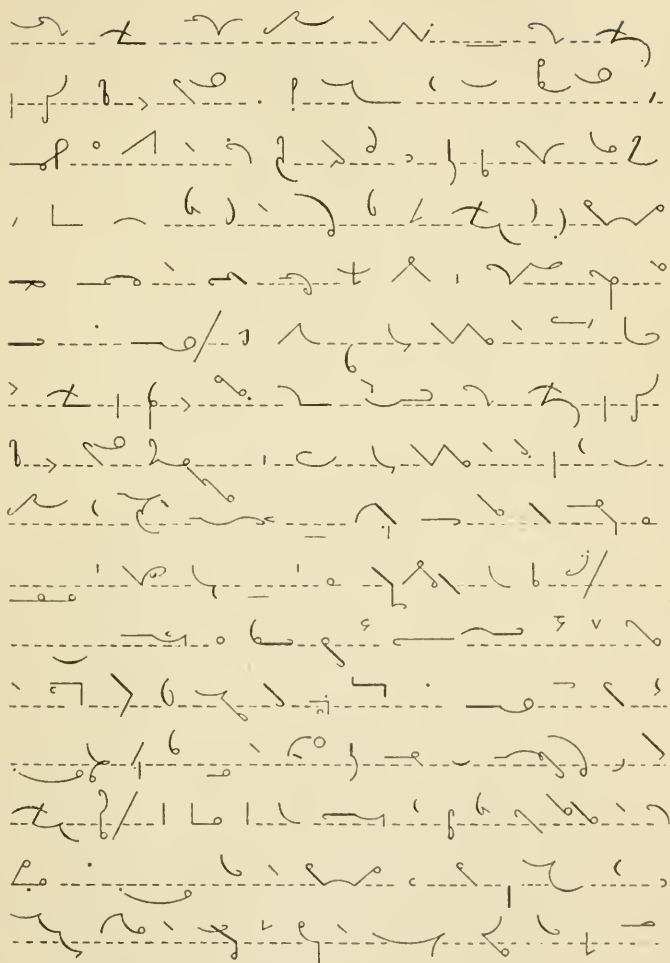
PRESIDENT WILSON'S NOTE TO GERMANY











A page of handwritten musical notation on ten staves. The notation is written in a cursive, flowing style, likely representing a single melodic line. It includes various rhythmic values, such as eighth and sixteenth notes, and rests. The staves are ruled with a single solid line and two dashed lines. The handwriting is in dark ink on aged, slightly yellowed paper. The notation spans across all ten staves, with some measures containing multiple notes beamed together. The overall impression is that of a personal sketch or a working draft of a musical composition.

PRESIDENT WILSON'S NOTE TO GERMANY

[NOTE.—The following historical document, perhaps the most important in American history since the Civil War, was originally written in Graham shorthand by President Wilson. *The New York Times* in commenting on this fact says: "The shorthand characters of the President filled six pages of ordinary note-paper. After he had set down the communication in this way the President transcribed it on his own typewriter. As far as known, no official or clerk of the White House had any part in the transcription of the document until after it had been presented to the members of the Cabinet."]

DEPARTMENT OF STATE

WASHINGTON, May 13, 1915.

THE SECRETARY OF STATE TO THE
AMERICAN AMBASSADOR AT BERLIN:

Please call on the Minister of Foreign Affairs and after reading to him this communication leave with him a copy.

In view of recent acts of the German authorities in violation of American rights on the high seas, which culminated in the torpedoing and sinking of the British steamship *Lusitania* on May 7, 1915, by which over 100 American citizens lost their lives, it is clearly wise and desirable that the Government of the United States and the Imperial German Government should come to a clear and full understanding as to the grave situation which has resulted.

The sinking of the British passenger steamer *Falaba* by a German submarine on March 28, through which Leon C. Thrasher, an American citizen, was drowned; the attack on April 28 on the American vessel *Cushing* by a German aeroplane; the torpedoing on May 1 of the American vessel *Gulflight* by a German submarine, as a result of which two or more American citizens met their death; and, finally, the torpedoing and sinking of the steamship *Lusitania*, constitute a series of events which the Government of the United States has observed with growing concern, distress, and amazement.

Recalling the humane and enlightened attitude hitherto assumed by the Imperial German Government in matters of international right, and particularly with regard to the freedom of the seas; having learned to recognize the German views and the German influence in the field of international obligation as always engaged upon the side of justice and humanity; and having understood the instructions of the Imperial German Government to its naval

commanders to be upon the same plane of humane action prescribed by the naval codes of other nations, the Government of the United States was loath to believe—it can not now bring itself to believe—that these acts, so absolutely contrary to the rules, the practices, and the spirit of modern warfare, could have the countenance or sanction of that great Government. It feels it to be its duty, therefore, to address the Imperial German Government concerning them with the utmost frankness and in the earnest hope that it is not mistaken in expecting action on the part of the Imperial German Government, which will correct the unfortunate impressions which have been created, and vindicate once more the position of that Government with regard to the sacred freedom of the seas.

The Government of the United States has been apprised that the Imperial German Government considered themselves to be obliged by the extraordinary circumstances of the present war and the measures adopted by their adversaries in seeking to cut Germany off from all commerce, to adopt methods of retaliation which go much beyond the ordinary methods of warfare at sea, in the proclamation of a war zone from which they have warned neutral ships to keep away. This Government has already taken occasion to inform the Imperial German Government that it cannot admit the adoption of such measures or such a warning of danger to operate as in any degree an abbreviation of the rights of American shipmasters or of American citizens bound on lawful errands as passengers on merchant ships of belligerent nationality, and that it must hold the Imperial German Government to a strict accountability for any infringement of those rights, intentional or incidental. It does not understand the Imperial German Government to question those rights. It assumes, on the contrary, that the Imperial Government accept, as of course, the rule that the lives of non-combatants, whether they be of neutral citizenship or citizens of one of the nations at war, cannot lawfully or rightfully be put in jeopardy by the capture or destruction of an unarmed merchantman, and recognize also, as all other nations do, the obligation to take the usual precaution of visit and search to ascertain whether a suspected merchantman is in fact of belligerent nationality or is in fact carrying contraband of war under a neutral flag.

The Government of the United States, therefore, desires to call

the attention of the Imperial German Government with the utmost earnestness to the fact that the objection to their present method of attack against the trade of their enemies lies in the practical impossibility of employing submarines in the destruction of commerce without disregarding those rules of fairness, reason, justice, and humanity which all modern opinion regards as imperative. It is practically impossible for the officers of a submarine to visit a merchantman at sea and examine her papers and cargo. It is practically impossible for them to make a prize of her; and, if they cannot put a prize crew on board of her, they cannot sink her without leaving her crew and all on board of her to the mercy of the sea in her small boats. These facts it is understood the Imperial German Government frankly admit. We are informed that in the instances of which we have spoken time enough for even that poor measure of safety was not given, and in at least two of the cases cited not so much as a warning was received. Manifestly, submarines cannot be used against merchantmen, as the last few weeks have shown, without an inevitable violation of many sacred principles of justice and humanity.

American citizens act within their indisputable rights in taking their ships and in traveling wherever their legitimate business calls them upon the high seas, and exercise those rights in what should be the well-justified confidence that their lives will not be endangered by acts done in clear violation of universally acknowledged international obligations, and certainly in the confidence that their own Government will sustain them in the exercise of their rights.

There was recently published in the newspapers of the United States, I regret to inform the Imperial German Government, a formal warning, purporting to come from the Imperial German Embassy at Washington, addressed to the people of the United States, and stating, in effect, that any citizen of the United States who exercised his right of free travel upon the seas would do so at his peril if his journey should take him within the zone of waters within which the Imperial German Navy was using submarines against the commerce of Great Britain and France, notwithstanding the respectful but very earnest protest of his Government, the Government of the United States. I do not refer to this for the purpose of calling the attention of the Imperial German Government

at this time to the surprising irregularity of a communication from the Imperial German Embassy at Washington addressed to the people of the United States through the newspapers, but only for the purpose of pointing out that no warning that an unlawful and inhumane act will be committed can possibly be accepted as an excuse or palliation for that act or as an abatement of the responsibility for its commission.

Long acquainted as this Government has been with the character of the Imperial Government, and with the high principles of equity by which they have in the past been actuated and guided, the Government of the United States cannot believe that the commanders of the vessels which committed these acts of lawlessness did so except under a misapprehension of the orders issued by the Imperial German naval authorities. It takes it for granted that, at least within the practical possibilities of every such case, the commanders even of submarines were expected to do nothing that would involve the lives of noncombatants or the safety of neutral ships, even at the cost of failing of their object of capture or destruction. It confidently expects, therefore, that the Imperial German Government will disavow the acts of which the Government of the United States complains; that they will make reparation so far as reparation is possible for injuries which are without measure, and that they will take immediate steps to prevent the recurrence of anything so obviously subversive of the principles of warfare for which the Imperial German Government have in the past so wisely and so firmly contended.

The Government and people of the United States look to the Imperial German Government for just, prompt, and enlightened action in this vital matter with the greater confidence, because the United States and Germany are bound together not only by special ties of friendship, but also by the explicit stipulations of the Treaty of 1828, between the United States and the Kingdom of Prussia.

Expressions of regret and offers of reparation in case of the destruction of neutral ships sunk by mistake, while they may satisfy international obligations, if no loss of life results, cannot justify or excuse a practice the natural and necessary effect of which is to subject neutral nations and neutral persons to new and immeasurable risks.

The Imperial German Government will not expect the Government of the United States to omit any word or any act necessary to the performance of its sacred duty of maintaining the rights of the United States and its citizens and of safeguarding their free exercise and enjoyment.

BRYAN.

Handwritten musical notation on ten staves, featuring various notes, rests, and clefs.

Handwritten musical notation on a five-line staff, featuring various rhythmic patterns and notes. The notation includes slurs, ties, and dynamic markings such as f and $6/$. The piece concludes with a circled double bar line.

The notation is written on a five-line staff. It begins with a treble clef and a key signature of one flat. The music consists of several measures, each containing different rhythmic figures and note values. Some measures are marked with a '6/' indicating a sixteenth note. The notation is fluid and expressive, with many slurs and ties connecting notes across measures. The piece ends with a circled double bar line.

TRANSCRIPT

STATE OF MINNESOTA
COUNTY OF HENNEPIN

District Court
Fourth Judicial District

STATE OF MINNESOTA }
vs. }
G. W. VAN DUSEN }

The above entitled action came on for trial before Hon. Frank C. Brooks, one of the judges of said court, at the November, 1907, general term thereof, Wm. C. Leary, Assistant County Attorney, appearing in behalf of the State, and Messrs. Mead & Robertson in behalf of the defendant.

Mr. Leary. I want to introduce in evidence, may it please the Court, the citation in the case of the State of Minnesota against G. W. Van Dusen. The State rests.

G. W. Van Dusen, sworn in his own behalf.

By Mr. Robertson.

Q What is your name? A G. W. Van Dusen.

Q Where do you reside? A At Rochester, Minnesota.

Q How long have you resided at Rochester? A About 27 years.

Q Did you maintain a home, at any time, in Minneapolis, at the same time you maintained your home in Rochester? A Yes, sir.

Q Where was your home in Minneapolis? A 1900 Vine.

Q You built that residence yourself? A Yes, sir.

Q And you were the owner of it? A I was the owner of it.

Q When did you cease to be the owner? A Eight years ago.

Q Did you, after selling that place, continue to reside in Minneapolis and also in Rochester? A Well, I stayed with my son most of the time, here.

Q In Minneapolis? A Yes.

Q In May, 1906, or prior to that time, did you make your permanent home in Rochester, Minnesota? A Yes, sir.

Q Did you qualify there as a voter, in Olmsted county? A Yes, sir.

Q In what year? A Three years ago this fall.

Q In 1904? A Yes, sir.

Q And since that time have you maintained any residence in the city of Minneapolis? A Nothing more than a visit.

Q A visit occasionally? A Yes, sir.

Q Your home is in Rochester? A Yes, sir.

Q And has been continuously since the election in 1904? A Well, it isn't "continuously;" I am traveling around more or less. I am here part of the time, and in California and different places. I am not doing any business here.

Q You are making your bona fide residence, the place of your domicile, Rochester, in Olmsted county, in this State? A Yes, sir.

Q And that was true on the 1st of May, 1906? *A* Yes.

Q Did you make a return of your assessment for personal property taxes, in Rochester, in 1906? *A* I paid taxes there for 40 years; yes.

Q Well, for personal property taxes? *A* I didn't have any personal property.

Mr. Leary. Objected to as incompetent, irrelevant and immaterial.

Q Did you have any personal property in Rochester? *A* Nothing to amount to—

Q Were you assessed for personal property in Rochester? *A* I own a farm there that I have owned over 40 years, and I have paid taxes on that all the time.

Q And do you know whether or not you had any personal property taxes in that county? *A* I don't think I did.

Q Did you receive any notice of an arbitrary assessment, in the city of Minneapolis, for the year 1906? *A* I think I did, sometime, but it was old.

Q Do you remember what shape that notice was in—written or oral? *A* I couldn't say. I think it was copy written.

Q From the Assessor's Office? *A* Yes.

Mr. Robertson. I think it is stipulated that Mr. Van Dusen made a protest to the City Assessor's Office.

Mr. Leary. I think that would be immaterial anyway.

Q You had no residence in the city of Minneapolis, on May 1, 1906? *A* Nothing except with my son.

Q You would visit back and forth? *A* Yes.

Q But your home was in Rochester? *A* Yes, sir.

Mr. Robertson. We offer in evidence, of the records of the Auditor's office, assessment list of property of G. W. Van Dusen, in the 4th ward, being line 19 on page 179 of the personal property assessment book.

Received without objection.

Cross-examination by Mr. Leary.





































Q Did you say that you had paid for the year 1906 any personal property tax at Rochester? *A* I said no.

Q That you had not? *A* So far as I remember, I only paid—Yes I did, too. I have stock and one thing and another, but not any personal property anywhere.


Q Well, the question that I ask you is this, whether or not you had paid any personal property taxes in Rochester for the year 1906? *A* Well, I should want to correct my statement. I did pay on personal property there.


WORDS OF SIMILAR CONSONANTS DISTINGUISHED BY
DIFFERENCE OF OUTLINE, POSITION
OR VOCALIZATION.

P.

 Pee¹-Tee, piety	 Peeshon³-Tee, passion- ate-ly-ness
 Pee²-Tee, pity	 Peeshont², patient
 Pee³-Ray, power	 Spee²-Ret, support
 Pee²-Ray, pure	 Spee²-Ret (vocalized), sport
 Pee³-Ar, poor	 Spret², separate
 Pee²-Rays-Kayshon, persecution	 Per¹-Pee, property
 Pers³-Kayshon, prosecution	 Per¹, proper, propriety
 Pers¹-Kayshon, pre- scription	 Per²-Pret, appropriate- d-ness
 Pers²-Kayshon, pro- scription	 Per²-Pee-Ray, prepare
 Pee¹-Rayshon, apparition	 Per²-Peeshon, propor- tion-ed
 Pee²-Rayshon, portion	 Per²-Pee-Red, prepared
 Pee³-Rayshon, apportion	 Pee²-Ray-Pee-Ret, purport-ed
 Pershon¹, perfection	 Per¹-Pees, properties
 Pershon², operation	 Per²-Pees, perhaps, pro- pose
 Pershon³, oppression	 Pee²-Ray-Pees, purpose
 Pee²-Ret-En, pertain	 Per³-Ket, practicable- ness-ility
 Pee³-Ret-En, appertain	 Per³, practice-cal-ly
	 Perst³, practiced
	 Per¹-Ems, promise

[ Per²-Ems, prein' ise,
premise

[ Per¹-Men, prominent-ee


[ Per²-Men-Ent, per-
manent


[ Per¹-Met, prompt-ed

[ Per²-Met, permit-ted

[ Per³-Met, promote-ed

[ Per²-Emshon, permission


[ Per²-Emshon, promotion


[ Pers¹-Pec, prospect-ed

[ Pers²-Pret, prosperity

[ Pers¹-Dec, precede


[ Pers²-Dec, proceed, per-
suade

[ Pec²-Rays-Dec, pursued

[ Pers¹-Ket, prosecute-d

[ Pec²-Rays-Ket, perse-
cute-d


[ Perf¹, perfect


[ Perf¹-Ket, perfected


[ Pref²-Ket, provoked


[ Pret¹-Kayshon, predic-
tion


[ Pret²-Kayshon, protec-
tion, predication


[ Per²-Deeshon, production

[ Pred¹-Ket, predict-ed


[ Pred²-Ket, predicate-d,
protect-ed


[ Per²-Dec, product

[ Prets¹-Tent, protestant


[ Preds²-Tent, predestined


B


[ Bee²-Kay, become


[ Bee³-Kay, to become


[ Bee²-Ray-Ith, birth


[ Ber²-Ith, breath


[ Bee¹-En-Ef, beneficial-
ly


[ Bee²-En-Fet, benefit-
ted


[ Ben²-Ef, beneficent-ee

[ Bee²-En-Vee, benevo-
lent-ee


[ Bee³-En-Ef, benefactor


[ Bee²-Ing, being

[ Bee³-Ing, bank


[ Bees¹, business

[ Bees²-Ens, baseness


[ Bees³-Ens, absence


[ Bee²-Let, belt


[ Belt² (vocalized), bolt




[ Bee²-Ard, bored

[ Bred², board

















[ Bret¹ (vocalized), bright

[ Bred¹ (vocalized), broad





[ Sbees²-Tee, substantial-
ly

























[]---Sbees²-Ten-Isht, substan-
tiate-d
[]---Ben²-Dend, abandoned
[]---Bend², abundant-ce

















T

[]---Tee²-Ment, atonement
[]---Tee³-Ment, attainment
[]---Tee³-Layst, at last
[]---Telst³, at least
[]---Tee²-Ren, turn
[]---Tren², train
[]---Tee²-En-Bel, tenable
[]---Ten³-Bee, attainable
[]---Tee²-Ray-Bel, terrible
[]---Ter²-Bel, trouble
[]---Sted², staid
[]---Steh-Dec², steady
[]---Ter²-Ter, traitor
[]---Tred²-Ar, trader
[]---Ters²-Ef, transfer-red
[]---Ters²-Fer, transform-ed





D

[]---Dec¹-Pet, adopt
[]---Dec³-Pet, adapt
[]---Dec¹-Ter, daughter
[]---Det¹-Ar, auditor



[]---Det²-Ar, debtor
[]---Det³-Ar, doubter
[]---Dee²-Ter, editor, deter
[]---Dee³-Ter, detract-ed
[]---Dee²-Tred, deterred
[]---Dee²-Layshon, adulation
[]---Delshon³, delusion,
dilution
[]---Dees²-Layshon, desola-
tion
[]---Dees²-Elshon, dissolu-
tion
[]---Dees²-Let, desolate
[]---Dees²-Elt, dissolute
[]---Dee²-Let, adult
[]---Dlet¹, delight-ed
[]---Dlet³, dilute-d, delude-
d
[]---Def², defence, differ-ed
different-ence
[]---Def³, advance-d
[]---Dec²-Rayshon, ador-
ation
[]---Dershon¹, derision
[]---Dershon², direction
[]---Dershon³, duration
[]---Dees¹-Pent, disappoint-
ed-ment
[]---Dees²-Pend, despond-
ed-ent-ency
[]---Deester²-Bet, distribute-
d
[]---Dees²-Ter-Bee, disturb



	Dee³-Iss-Ter, administer
	Dees²-Tershon, destruction
	Dees³-Tershon, distraction
	Dee³-Iss-Tershon, administration
	Dees²-Tref, destructive
	Dees³-Tref, distractive
	Dee³-Iss-Tertiv, administrative
	Dees¹-Tee-Rayshon, distortion
	Dees²-Teeshon, destitution
	Dees³-Teeshon, dissatisfaction
	Dees¹-Es, decease; deceased, Dees¹-Est
	Deeses¹, disease-d
	Dee¹-Vees, advice
	Def¹-Es, device
	Dee¹-Vees, advise
	Def¹-Zee, devise

CH















	Chay²-Bel, changeable
	Chay³-Bel, chargeable
	Chay²-Jer, changer
	Chay³-Jer, charger




J

	Jay¹-Ent, giant
	Jay²-Ent, agent





	Jent², gentleman
	Jay²-Ent-El, gentle

K

	Kay-Pee¹ (vocalized), copy
	Kay-Pee¹ (vocalized), occupy
	Kays-Dee¹, caused
	Kayst¹, cost
	Kay¹-El, commonly
	Kay¹-Lay, common law
	Kay-Layshon¹, coalition
	Kay-Layshon³, collusion
	Kelshon¹, collision
	Kelshon³, conclusion
	Kay²-Mer, commercially
	Kay²-Mers, commerce
	Ker¹-Dens, credence
	Kred¹, accord-ance

	Kays-Pret², expert
	Kays-Pee²-Ret, export
	Kays-Pee¹-Ard, expired

G

	Gay-Dee¹, guide
	Ged¹, God
	Gret-Lay², greatly
	Gred-Lay³, gradual-ly

F

[—	Ef ² -Kay, effect-ed
[—	Ef ³ , affect-ed
[—	Ef ⁱ -Ishs, officious-ly
[—	Ef ² -Shay, efficient-ly
[—	Ef ³ -Ar-Em, farm
[—	Fer ² -Em, firm
[—	Fer ¹ , form-ed
[—	Fer ² , from
[—	Ef ² -Vert, favorite
[—	Ver ³ , favor-ed
[—	Efs ² -Kel, physical-ly
[—	Efs ² -Kay-El, fiscal
[—	Ef ¹ -Nel, final-ly
[—	Fen ¹ -Lay, finely
[—	Vee ² -Lay-Bel, available
[—	Vel ³ -Bel, valuable

TH

[—	Ith ² -Ray, thorough
[—	Ther ² , through

S

[—	Es ¹ -En, assignee
[—	Esen ¹ , assign
[—	Es ¹ -Ment, assignment

[—	Esend ¹ , assigned
[—	Es ² -End, ascend
[—	Esent ² , assent

L

[—	Lay ² -Bred, labored
[—	El ³ -Bred, elaborate-d
[—	Lay ¹ -Brel, liberal-ly
[—	El ¹ -Brel, illiberal-ly
[—	Lay ¹ -Jay-Kel, logical-ly
[—	El ¹ -Jay-Kel, illogical-ly
[—	El ² -Kay, electric
[—	El ² -Kay-Kel, electrical-ly
[—	El ² -Kayters-Tec, elec- tricity
[—	Lay ¹ -Kay, like-d
[—	El ¹ -Kay, alike
[—	Lay ¹ -Kel, likely
[—	Lay ² -Kel, local-ly
[—	Lay ² -Kay-Lay, luckily
[—	El ² -Kay-El, alcohol
[—	El ² -Kel, alkali
[—	Lay ¹ -Gel, legal-ly
[—	El ¹ -Gel, illegal-ly
[—	Lay ¹ -Em, lime
[—	El ³ -Em, alum

[---Let²-Ted, latitude
 [---Let²-Tee-Dec, altitude

Let²-Tee-Dec, altitude

AR


Arder¹, reader

Rayter¹, writer


Art¹-Ar, retire

Ar²-Ter, orator-y

RAY

 Ray1-Pet, repeat-ed Ray²-Pet, rapid-ity


Ray³-Pet, reput-d

 Ray¹-Ef-Ner, refiner

Ray¹-Fen-Ray, refinery

 Ray³-En-Dec, renewed

Ray³-End, ruined

 Rays¹-Pent, recipient

8 Rays²-Pend, respond

 Rays²-Tershon, restric-
 tion


Rays²-Tec-Rayshon,
restoration

Rel¹-Vent, irrelevant

Rel²-Vent, relevant


-----Red¹-En, ordain

Ret²-En, retain

[]Red¹-End, ordained

Ret²-End, retained

Ret³-End, redound

[] Iss-Ret¹-Ef, certificate

Iss-Ret²-Ef, certify

M

Em-Bel², amiable-y

Em-Bel³, humble-y

---Zher³, measure-able-
ably

Em-Zher³, immeasur-
able-y

Em¹-Ner, minor

Men-Ar¹, miner, meaner


Mer¹-Lay, merely

Merl', immoral-ly

Merl², moral-ly

Men¹-Ent, imminent

Men²-Ent, eminent

 Em-Pret³, impart-ed

Emp-Ret², import'

Emp-Ret¹, im' port






















Emter¹-Lav, immaterial

Emter²-Lay, material-ly







































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



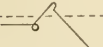

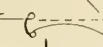

















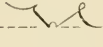





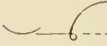


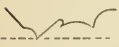







En-Bed¹, anybody











































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







































 En-Ef ² , infer-red, infer- ence	 En-Emp ² , unimproved
 En-Ef ² -Kay, in effect	 End ¹ -Kayshon, indica- tion
 En-Ef ³ , unaffected	(see <i>Indicate</i> , following)
 En-Fer ¹ , inform-ed	 End ² -Kayshon, induc- tion
 En-Fer ² -Em, infirm	 End-Ted ¹ , indicted
 En-Fer ³ , uniform-ly-ity	 End-Ted ² , indebted
 En-Ven ¹ -Ens, inconven- ience	 End-Ted ³ , undoubted
 En-Ven ² , invention	 End ¹ -Ket, indicate-d
 En-Ved ¹ -Bel, unavail- able	 End ² -Ket, induct-ed
 En-Vet ² -Bel, inevitable	 End ² -Els, endless
 En-Emp ¹ , unimportant- ce	 End-Els ¹ , needless






























LIST OF COMMON BUSINESS PHRASES











































	a connection		and would be
	a part of it		any more than
	about the way		any one
	above all		anywhere else
	above it		as far as possible
	above their		as fast as possible
	according to your		as follows
	again referring		as good as
	all of which		as heavy as possible
	all such matters		as it is possible
	allow you credit		as it is understood
	almost impossible		as long as there is
	also received		as near as possible
	and be willing		as soon as you can
	and contents noted		as we do
	and have his reply		as well as possible
	and note contents		as you are
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	and will have the goods		as you will see






















	at a price		cannot do so
	at a time		cannot see the
	at all such points		east iron pipe
	at any time		close this matter
	at the rate of		did you give
	at the rate specified		did you go
	at the same rate		did you have
	be able		do not have
	before it arrives		do you know that
	before it comes		do you promise
	before that time		do you understand
	but have been		duly received
	but I think		enable you (to) receive
	but should like		enclosed find
	by all means		enclose-d herewith
	by all of the		enclose-d letter
	by reason of his		every one
	by return mail		every one of its
	by your order		every one of their
	call your attention		every other
	can be made		first of next week




















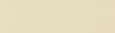

	for cash		has been received
	for collection		has he been
	for delivery		has he made
	for example		has he told
	for the amount		has it been
	for (the) interest		has long been
	freight tariff		have been requested
	from the inclosed list		have not been
	give you credit		have not received
	go away		he believes
	go there		he can
	go through		he cannot
	good deal of money		he understands
	good as could be expected		he wants to be
	got the order		he will be glad
	great advantage		he would be willing
	great difference		he would not have been
	had he been		House of Representatives
	has been done		how can
	has been made		how have you been
	has been paid		how long

 I acknowledge	 in a spirit
 I am in receipt of your favor	 in a way
 I beg leave to say	 in a word
 I have your letter	 in accordance (with) the
 I hope we can	 in addition
 I may as well	 in advance
 I presume	 in all circumstances
 I should be	 in all particulars
 I should have been	 in all parts
 I wish to state	 in appearance
 I would ask	 in approval
 I would have been	 inasmuch as
 if it has been	 in compliance
 if it seems	 in conclusion
 if there (their, or they are)	 in connection (with) the
 if there has been	 in (the, or an) experience
 if we can be sure	 in his discretion
 if possible	 in his line
 it will be satisfactory	 in his operation
 in a business-like manner	 in his position
 in a sample	 in his possession

	in most particulars		is it possible
	in most parts		is it understood that
	in order to advance		it is a well known fact
	in order to perfect		it is apt to be
	in order to prove		it is important
	in our house		it is therefore
	in recent		it is well known
	in recommending		it would be likely
	in recompense		just alike
	in reconciling		just another
	in reconsidering		just as fast
	in recording		just as fast as possible
	in reference		just as good
	in regard to which		just as well
	in relation to which		just before
	in respect to (or of) which		just done
	in return		just received
	in separate		know you do
	in skill		large sizes
	in so far as		larger than
	is it not probable		largest and best

 latest fashion	 no expectation
 less than	 no expense
 let as many as possible	 no favor
 let us alone	 no intention
 list price	 no longer
 made us understand	 no necessity
 majority of cases	 no people
 matter of fact	 no such thing
 may be worth while	 not only
 may not be correct	 of almost
 more durable	 of all particulars
 more than usual	 of all parts
 most always	 of all sorts
 much larger	 of course
 much less than	 of course they are not
 much more than	 of course they have
 must also	 of course they will not
 must not	 on account of being
 next day	 on account of having been
 next question	 on all accounts
 next week	 on all sides

 ----- on all sorts
 ----- on any account
 ----- on either side
 ----- on having
 ----- on her own
 ----- on high
 ----- on his
 ----- on his account
 ----- on his hands
 ----- on his house
 ----- on his own part
 ----- on his part
 ----- on his way
 ----- on its account
 ----- on one side
 ----- on our being
 ----- on our having
 ----- on our own
 ----- on referring
 ----- on remembering
 ----- on returning

 ----- on sale
 ----- on the contrary side
 ----- on the face of it
 ----- on trial
 ----- on what I said
 ----- on your account
 ----- one hundred dollars
 ----- one hundred thousand dollars
 ----- one of the best places
 ----- one part of it
 ----- only chance
 ----- only known
 ----- only now and then
 ----- only you
 ----- parcel post
 ----- pay roll
 ----- per annum
 ----- per barrel, per bushel
 ----- per day, per diem
 ----- per hour, per minute
 ----- per hundred pounds

per your letter
personal expense
please acknowledge

pretty clear

pretty full

pretty plain-ly

pretty well

rather better than

rather doubtful

rather have

rather expect

rather less than

rather more than

real estate

Secretary of State

Secretary of the Treasury

so as to be sure

so much

so well known

telephone the order

to be favored

unless it is

unless there (their, or
they are)

we are sorry to say

we are in receipt of your
letter

we can take care of

we call your attention

we expect-ed

where it is possible

where there has been

where they are interested

whether he can

within a few days

within the time

with whom you are con-
nected

won't attempt

you said you left there

you should anticipate
your wants

you should expect

you were interested

you were told

you will therefore

ALPHABETIC LIST OF WORD-SIGNS AND CONTRACTIONS

A, a dot on the line or a light tick joined	and our own, Krentoid ²
able, Bel ²	another, Enter ²
ably, Bel ²	any En ¹
able to have, Blef ²	anything, En ¹ -Ing
about, Bet ³ (below and free from the line)	appear, Per ¹
above, Bee ² -Vee	appearance, Prens ¹
according-ly, Kred ¹	appearances, Prens ¹ ^s
account, Kent ²	appeared, Pred ¹
acknowledge, Kay-Jay ²	appliance, Plens ³
acknowledged, Kay-Jed ¹	applicability, Pel ³ -Kay
addition-al, Deeshon ³	applicable, Pel ³ -Kay
administer, Dees ³ -Ter	applicant, Plent ³
administered, Dees ³ -Tred	application, Pelshon ³
advance-d, Def ³	applied, Pled ³
advancement, Dees ³ -Ment	apply, Pel ³
advantage, Jay ²	apprehend-ed, Prend ³
advertise-d-ment, Dee ³	apprehension-sive, Pren ³
after, Eft ²	approve-al, Pref ³
afterward, Eft ² -Werd	approved, Preft ³
again, Gen ²	are, A. ²
all, Bedoid ¹	are not, Arnt ²
all have, Beftoid ¹	as, Iss ²
all our, Bredoid ¹	as a-n, Iss ² -Ketoid
all our own, Brentoid ¹	as he, Iss-Chatoid ²
alone, Len ²	as has, as his, as is, Ses ²
along, Ing ³	as it, Zet ²
already, Dedoid ¹	as not, Sent ²
am, Em ²	as soon as, Ses-Ens ²
am not, Ment ²	as the, Iss ² -Chatoid
an, same as for a	assignment, Es ¹ -Ment
and, same as for a	astonish-ed, Est ¹
and a, Ketoid ² -Tetoid	astonishment, Est ¹
and but, Ketoid-Tetoid ²	as well as, Iss ² -Lays
and the, Ketoid ² -Chatoid	at, Tee ³
and should, Ketoid-Chatoid ²	at all, Tel ³
and all, Keltoid ²	at hand, Tend ³
and are, Kretoid ²	at least, Telst ²
and of, Keftoid ²	at once, Tens ³
and our, Kretoid ²	at our, Ter ³
annual-ly, Nel ²	at our own, Tren ³
	atonement, Tee ² -Ment
	attainment, Tee ³ -Ment

attraction, Tershon³
 average, Vee³-Jay
 aware, Wer³
 aware of, Werf³
 away, Way³
 awe, Dedoid¹
 awful-ly, Deftoid¹
 be, Bee²
 because, Kays¹
 become, Bee²-Kay
 been, Ben²
 before, Bef²
 began, Gen³
 begin, Gen¹
 begun, Gen²
 behind, Bef¹
 belief, Blef²
 believer, Blef²-Ray
 believe-d, Bel²
 belong-ed, Bel¹
 beyond, Yüh¹
 build, Beld¹
 built, Belt¹
 business, Bees¹
 but, Tetoid²
 but have, Teftoid²
 buy, by, Bee¹
 by all, Bel¹
 by all of, Blef¹
 by having, Bef¹:“ing”
 by our, Ber¹
 by our own, Bren¹
 calculate-d, Kel³
 calculation, Kel³
 California, Klef-Ray¹
 call, Kel¹
 called, Keld¹
 can, Ken²
 cannot, Kent¹
 capable, Kay-Bel²
 capably, Kay-Bel²
 car, Ker³
 care, Ker²
 cares, Kers²
 cared, Kred²
 careful-ly, Kref²
 change-d, Chay²
 character, Ker²-Kay

characteristic, Ker²-Kayst
 characterize, Ker²-Kays
 charge-d, Chay³
 cheer, Cher¹
 cheered, Cherd¹
 circumstance, Stens³
 circumstances, Stenses³
 circumstantial, Sten³
 collect-ed, Kel²-Kay
 come, Kay²
 common, Kay¹
 Company, Kay²
 commercial, Kay²-Mer
 completion, Pelshon¹
 compliance, Plens¹
 complied, Pled¹
 comply, Pel¹
 comprehend-ed, Prend²
 comprehension-sive, Pren²
 conclusion, Kelshon³
 condition-al, Deeshon²
 conform-ed, Con-dot:Fer¹
 consequence, Skens¹
 consequent, Skent¹
 consequential-ness, Sken¹
 consider, Sder²
 considered, Sdred¹
 consideration, Sdershon²
 contraction, Tershon²
 contradiction, Deeshon¹
 correct-ed-ness, Ker¹
 corrects, Kers¹
 could, Ked²
 county, Kent²
 cross-examine-ation, Ker²-Smen
 cross-examined, Ker²-Smend
 cure, Ker³
 cured, Kred³
 curious, Kers³
 danger, Dec²-Jer
 dangerous, Dec²-Jers
 dear, Der²
 December, Dees²-Em
 deform-ed, Dec¹-Fer
 deliver-ed, Del²
 delivery, Del²
 denominate-d, Den¹
 denomination, Den¹

description, Skershon¹
 develop-ment, Def²-Pec
 developed, Def²-Pet
 did not, Dent¹
 didn't, Dent¹
 differ-ed-ent-ence, Def²
 difficult-y, Kel²
 direct-ed-ly, Der²
 director, Der²-Ter
 direction, Dershon²
 disinterested, Dees²-Ents-Ted
 displeasure, Dees²-Zher
 do, Dee²
 doctor, Der¹
 dollar, Dee¹
 done, Den²
 do not, Dent²
 don't, Dent²
 doubt, Det³ (below and free from
 the line)
 down, Den³
 duration, Dershon³
 during, Der³
 each, Chay¹
 each of, Chef¹
 either, Ther¹
 entertainment, Ent-Tee²-Ment
 entire, Enter¹
 equal-ly, Kel¹
 equalled, Keld¹
 establish-ed, Est²
 establishment, Est²
 even, Ven¹
 ever, Vee¹
 every, Ver²
 everything, Ver²-Ing
 everywhere, Ver²-Ar
 exact-ed, Sket³
 examine-ation, Smen²
 examined, Smend²
 exception-al, Speeshon²
 exclusive, Skels²
 expanse-ible, Spens³
 expect-ed, Spee²
 expectation, Spee²
 expense, Spens²
 expensive-ness, Spen²
 experience, Sprens²

experienced, Sprenst²
 explain-ation, Splen²
 explained, Splend²
 express, Spers²
 expressed, Sperst²
 expresses, Sperses²
 expression, Spershon²
 extraordinary, Ster²-Ard
 fall, Fel¹
 familiar-ity, Ef²-Em
 family, Mel³
 favorable-y, Ver³-Bee
 favor-ed, Ver³
 February, Ef²-Bee
 feel, Fel¹
 few, Ef³
 fill, Fel¹
 filled, Feld¹
 first, Steh²
 follow, Fel¹
 followed, Feld¹
 for, Ef²
 forever, Ef²-Vee
 formation, Fershon¹
 form-ed, Fer¹
 former-ly, Fer¹-Ar
 formal, Fer¹-Lay
 formality, Fer¹-Let
 formula, Fer¹-Lay
 forward, Ef²-Werd
 found-ed-ation, Fend³
 from, Fer²
 full-y, Fel²
 further, Ferther²
 gave, Gef²
 general-ly, Jen²
 generalize, Jens²
 generalized, Jenst²
 gentleman, Jent²
 gentlemen, Jent¹
 give-n, Gay¹
 go, Gay³
 God, Ged¹
 good, Ged²
 govern-ed-ment, Gef²
 governor, Gef²-Ray
 great, Gret²
 Great Britain, Gret²-Bret

greater, Gret²-Ray
 greatest, Gretst²
 had, Dee³
 had not, Dent³
 hadn't, Dent³
 happiness, Pens³
 happy, Pee³
 has, Iss²
 has as, has his, Ses²
 has it, Zet²
 has not, Sent²
 have, Vee²
 he, Chetoid²
 hear, Ar¹
 heard, Ard²
 her, Ar¹
 here, Ar¹
 hereafter, Ar¹:Eft¹
 heretofore, Ret²-Ef
 her own, Arn¹
 hers, herself, Ars¹
 high, I¹
 highly, Petoid-Lay¹
 him, Em²
 himself, Ems²
 his, Iss¹
 his has, his is, Ses¹
 home, Em³
 hope, Pee³
 hoped, Pet³
 hopeful-ly, Pef³
 hour, Ar³
 how, Chetoid³
 however, Vee³
 hundred, End²
 I, I¹
 if, Ef¹
 if it, Eft¹
 I have, Teftoid¹
 immediate-ly, Med¹
 importance, Emp¹
 important, Emp¹
 impossibilities, Empses¹
 impossibility, Emps¹
 impossible, Emps¹
 improve-d, Emp²
 improvement, Emp²
 in, En¹

in all, Nel¹
 indiscriminate, Ends¹-Kay
 indiscrimination, Ends¹-Kay
 inexperience, In-Sprens²
 inexperienced, In-Sprenst²
 influence, Ens¹
 influenced, Enst¹
 influences, Enses¹
 influential, En¹-Shel
 information, Enshon¹
 inform-ed, En-Fer¹
 in order, Nerd¹
 in our, Ner³
 in our own, Nern³
 in regard, Ner¹-Ged
 in reply, Ner-Pel¹
 in respect, Ner-Spec²
 inscription, In-Skershon¹
 instant, Enst¹
 intellect, Ent¹-Kay
 intellectual-ly, Ent-Ket-El²
 intelligence, Ent-Jens²
 intelligent Ent-Jent²
 interest, Ents-Tec²
 interested, Ents-Ted¹
 investigation, En-Veeseshon²
 irregular-ity, Ar²-Gay
 irrespective-ly, Ar²-Spof
 is, Iss¹
 is as, Ses¹
 is his, Ses¹
 is it, Zet¹
 is not, Sent¹
 issue, Ish³
 it, Tee²
 its, Tees²
 itself, Tees³
 it had, Tet³
 it had not, Tent³
 it ought, Tet¹
 it ought not, Tent¹
 it will, Tel²
 it will have, Telf²
 it will not, Tlent¹
 it would, Tet³
 it would not, Tent³
 January, Jay²-En
 junior, Jer³

jury, Jer³
 kind, Kent¹
 knew, En²-Chetoid
 know, En²
 knowledge, En-Jay²
 known, Nen²
 language, Ing²
 large, Jay³
 larger, Jer³
 let, Let²
 let us, Lets²
 long, Ing³
 Lord, Ard¹
 machinery, Em-Ish²-Ray
 made, Med²
 man, Men²
 manner, Ner²
 manufacture-d, Em-En-Ef²
 manufacturer, Em-En-Ef²
 Massachusetts, Ems-Chay³
 matter, Emter²
 may, Em²
 may be, Emp²
 may not, Ment²
 me, Em¹
 member, Ber²
 men, Men¹
 mention, Emshon²
 mentioned, Emshond²
 mere, Mer¹
 merely, Mer¹-Lay
 might, Met¹
 million-th, Mel¹
 mind, Mend¹
 more, Mer²
 moreover, Mer²-Ver
 more than, Mern²
 Mr., Mer¹
 Mrs., Ems-Es²
 much, Chay³
 much will, Chel³
 my, Em¹
 my dear friend, Emd¹-Frend
 my dear sir, Emders¹-Ray
 my own, Men¹
 myself, Ems¹
 nature, Net²
 near, Ner¹

neared, Nerd¹
 nearer, Ner¹-Ar
 nearest, Nerst¹
 neglect-ed, En²-Gay
 neglectful-ly, En²-Gef
 never, En-Vee²
 nevertheless, En†Vee²
 new, En²-Chetoid
 New Jersey, En-Jay²
 New York, En-Yay²
 next, Enst²
 no, En²
 none, Nen²
 nor, Ner¹
 not, Net¹
 notwithstanding, En†Tee²
 November, En-Vee²
 now, En²-Petoid
 number, Ber³
 numbered, Ber³:Dee
 object', Bee²
 ob'ject, Bee²
 objection, Beeshon²
 objective, Beetiv²
 obligation, Belshon²
 of, Petoid¹
 of all, Pletoid¹
 of it, Vet¹
 of our, Pretoid¹
 of our own, Prentoid¹
 often, Fen²
 of their, Veether¹
 oh, Dedoid²
 on, Chetoid¹
 on all, Cheltoid¹
 one, Wen²
 only, 'Nel²
 on our, Chertoid¹
 on our own, Cherntoid¹
 on the one hand, Wen'end²
 on the other hand, Thrend²
 onward, Retoid¹-Werd
 opinion, Nen¹
 opportunity, Pret²
 opposition, Peeshon¹
 oppression, Pershon³
 or, Tetoid¹
 order-ed, Arder¹

organ, Gen¹
 organization, Genseshon¹
 other, Ther³
 ought, Jedoid¹
 our, Ar³
 our own, Arn³
 ourself, Ars³
 ourselves, Arses³
 out, Tee³
 out of, Tef³
 over, Ver¹
 overcome, Ver¹-Kay
 owe, Dedoid²
 own, En³
 owner, Ner³
 parallel-ed, Prel²
 parliament-ary, Prel³
 particular-ly, Pret¹
 party, Pee³
 peculiar-ity, Pee²-Kay
 people-d, Pel²
 perfect, Perf¹
 perfected, Perf¹-Ket
 perfection, Pershon¹
 Pennsylvania, Pees²-Vee
 perform-ed-ance, Per²-Fer
 permit-ted, Per²-Met
 plaintiff, Plent²
 platform, Plet²-Fer
 pleasure, Zher²
 position, Peeseshon²
 possession, Peeseshon³
 possibility, Pees¹
 possible-y, Pees¹
 practicable, Per³-Ket
 practical-ly, Per³
 practice, Per³
 practiced, Perst³
 practices, Pers³
 preliminary, Prel¹
 pretty, Pret²
 principal, Per²
 principle, Per²
 probable-y, Per²-Bee
 probability, Per²-Bee
 product, Per²-Dec
 professor, Pref²
 profit-ed, Preft¹

promote-d, Per³-Met
 prompt-ed, Per¹-Met
 proof, Pref²
 proper, Per¹
 property, Per¹-Pee
 prophet, Preft¹
 propriety, Per¹
 prove, Pref²
 public-ation, Pee²-Bee
 publish-ed-cr, Pee²-Bee
 put, Pet³ (below and free from
 the line)
 question, Ken²
 quite, Ket¹
 rather, Rayther²
 read, Ard¹
 real-ly, Rel¹
 reality, Rel¹
 realize, Rels¹
 realized, Relst¹
 refer-red-ence, Ray²-Ef
 refers, Ray²-Efs
 references, Ray²-Efs
 reform-ed, Ray¹-Fer
 regular-ity, Ray²-Gay
 relate-d, Rel²
 relation, Rel²
 remark-ed, Mer¹
 remarkable-y, Mer-Bel²
 remember, Ber²
 remembered, Ber²-Dec
 remembrance, Brens²
 represent, Ray²-Pee
 represented, Ray²-Pee-Dec³
 representation, Ray²-Peeshon
 representative, Ray²-Peetiv
 respect-ful-ly, Rays²-Pee
 respective-ly, Ray²-Spel
 rule-d, Rel³
 same time, Semt²-Em
 satisfaction, Steeshon³
 satisfy-ied, Stee³
 satisfactory, Stee³
 secure, Sker³
 secured, Skred³
 security, Skret³
 see, Es¹
 September, Spet²-Em

several, Svee²
 shall, Ish²
 share, Sher³
 shared, Sherd³
 she, Ish¹
 should, Chetoid²
 should all, Cheltoid²
 should our, Chertoid²
 significaney, Sgen¹
 significant-ee, Sgay¹
 situation, Steeshon¹
 so, Es²
 something, Sem²-Ing
 sometime, Semt²
 somewhat, Semt¹
 sooner than, Snern³
 special-ty-Spee³
 spirit, Spret¹
 station, Steeshon²
 stranger, Ster²-Jer
 subject, Iss-Bee²
 subjected, Sbee²:Jay
 subjection, Sbeeshon²
 subjective, Sbeetiv²
 superintend-ed-ent, Sprent³
 supply, Spel²
 supplied, Spled²
 suppress, Spers³
 suppressed, Sperst³
 suppresses, Sperses³
 suppression, Spershon³
 surprise, Spers¹
 surprised, Sperst¹
 surprises, Sperses¹
 sure, Sher²
 surely, Shrel²
 tell, Tel²
 than, Thern³
 thank-ed, Ith³
 that, Thet¹
 the, a dot above the line
 their, Thier²
 their own, Thern²
 them, Thee²
 themselves, Theeses²
 then, Thien²
 there, Thier²
 thereafter, Thier²-Eft

therefor-e, Ther²-Ef
 thereof, Thier²:Petoid¹
 thereon, Thier²:Chetoid¹
 thereto, Thier²-Petoid
 these, Thees¹
 they, Thee²
 they are, Thier²
 they will, Thiel²
 thing, Ing¹
 think, Ith²
 this, Thees²
 those, Thees³
 though, Thee³
 thought, Itht¹
 thousand, Ith³
 through, Ther²
 throughout, Thret²
 thus, Thees³
 till, Tel²
 till it, Telt¹
 time, Tee¹
 to, Petoid²
 to all, Pletoid²
 to be, Bee³
 to become, Bee³-Kay
 together, Gay²
 to have, Peftoid²
 to have been, Ben³
 told, Telt²
 too, Bedoid²
 to our, Pretoid²
 to our own, Prentoid²
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 towards, Treds²
 transfer-red, Ters²-Ef
 transgress, Ters²-Gays
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 transient, Tershont²
 truly, Trel³
 truth, Ter²
 truthful-ly, Tref²
 twelve-th, Telf²
 two, Bedoid²
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 understood, Ends-Ted²
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 United States, Enses¹
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 until it, Telt³
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 use (verb), Zee³
 used, Zed³
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 value, Vel³
 valued, Veld³
 very, Ver²
 want, Went¹
 was, Zee²
 way, Way²
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 were what, were with, Weh'weh¹
 were yet, were you, Weh'yeh²
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 what with, what would, Wuh'
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 what yet, what you, Wuh'yuh¹
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 whether, Wayther¹

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 your, Yay²
 your own, Yayn²
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 your ownself, Yayn²:Iss

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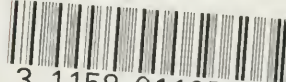
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